AR326: Creating and Maintaining Deposits

Instructor Led Training

Rev 4/20/2015

Welcome

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and / or agency policies.

In this course, we will show you how to create and maintain deposits.

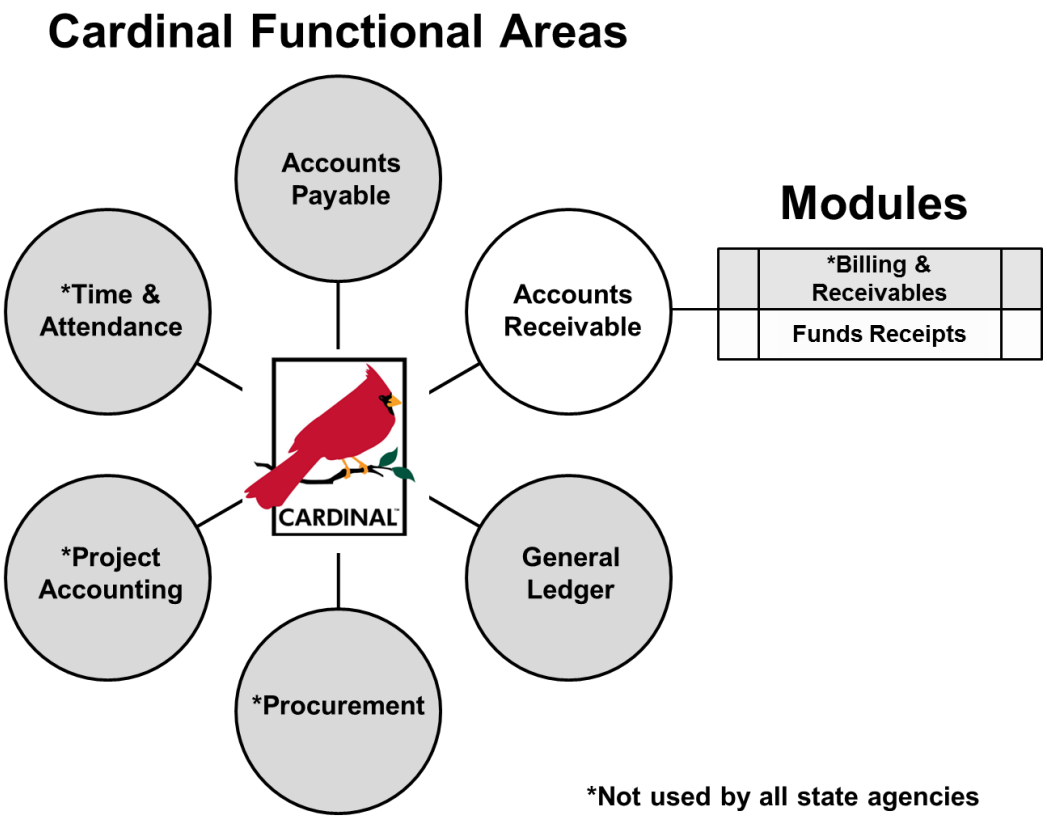
These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your Cardinal Security Handbook for a list of all available role descriptions.

Introduction

The Funds Receipts module is part of the Accounts Receivable (AR) functional area of Cardinal.

The Funds Receipts module is used to enter, process, and finalize payments and fund transfers received.

In this lesson, you will learn about key concepts within the Funds Receipt module of Cardinal.



Course Objectives

After completing this course, you will be able to:

- Understand key Accounts Receivable - Funds Receipts concepts
- Understand how Accounts Receivable - Funds Receipts integrates with the General Ledger module in Cardinal
- Enter, process and finalize an Item Payment in Cardinal
- Enter, process and finalize a Direct Journal Payment in Cardinal
- Create and approve a Deposit Certificate in Cardinal
- Navigate to key reports and queries

Agenda

Today, we will cover the following lessons:

- Lesson 1: Accounts Receivable - Funds Receipts Overview
- Lesson 2: Entering a Payment
- Lesson 3: Processing a Payment
- Lesson 4: Finalizing a Deposit
- Lesson 5: Deposits Reports and Queries

Lesson 1: Accounts Receivable - Funds Receipts Overview

In this lesson, you will learn about the following topics:

- Key concepts
- The Accounts Receivable functional area in Cardinal
- Accounts Receivable process

Key Concepts

Some key concepts in Accounts Receivable - Funds Receipts include:

- Deposits are entered into the Accounts Receivable - Funds Receipts module for both item payments and direct journals.
- Users manually enter accounting entries that post to the General Ledger module for direct journals.
- In Accounts Receivable – Funds Receipts, a deposit is a collection of one or more payments.
- Funds Receipts is also referred to as Cash Receipts.

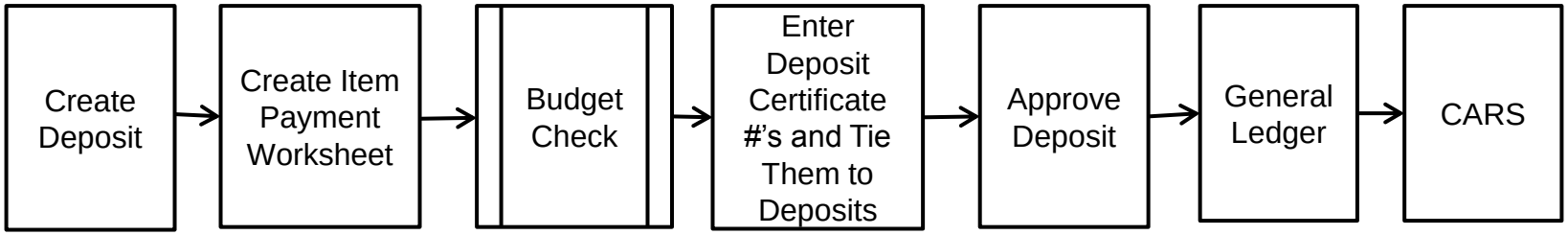
The Accounts Receivable Functional Area in Cardinal (continued)

Accounts Receivable - Funds Receipts: This module allows you to create deposits in Cardinal from payments received. When you create deposit accounting entries, Cardinal sends them to the General Ledger.

Cardinal Accounts Receivable - Funds Receipts sends accounting entries to the General Ledger through the Journal Generator process. Transaction data is sent to the General Ledger once finalized in the Accounts Receivable – Funds Receipts module.

Online Accounts Receivable Process – Item Payment

The Funds Receipts process for online transactions for an **Item Payment** is diagrammed below.



The Processor creates the deposit record and the Item Payment Worksheet.

The Approver reviews the accounting entry and initiates budget check.

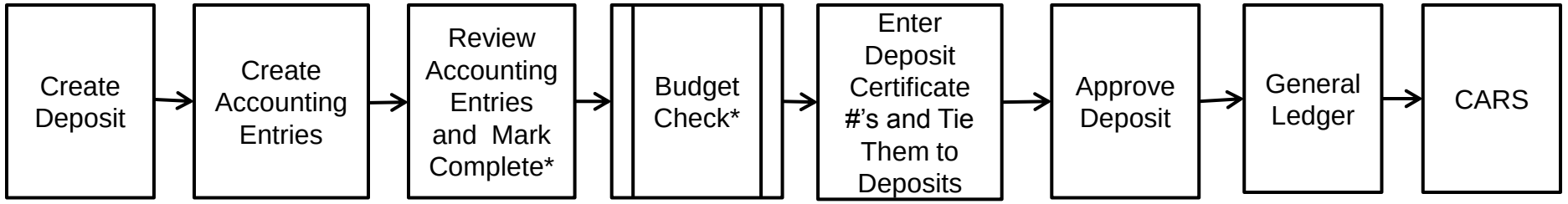
The deposit certificate is created and approved.

The journal entry posts to the General Ledger.

The General Ledger sends the deposit information to CARS.

Online Accounts Receivable Process – Direct Journal

The Funds Receipts process for online transactions for a **Direct Journal** is diagrammed below.



The Processor creates the deposit record and the accounting entry in Cardinal.

The Approver reviews the accounting entry and initiates budget check.

The deposit certificate is created and approved.

The journal entry posts to the General Ledger.

The General Ledger sends the deposit information to CARS.

*The Processor or the Approver can mark the entries Complete, and can perform manual Budget Check.

Online Accounts Receivable Process – Direct Journal (continued)

Once the **Direct Journal** accounting entry is marked **Complete**,

- It is automatically edit checked (ChartField values and combinations are verified), and
- It is placed in the queue for nightly Budget Check (budget check can also be initiated manually)

Once a deposit has been successfully budget checked, you **cannot** modify the deposit or the accounting entry in the AR module.

See Job Aid **SW AR326 Correcting Deposits and Accounting Entries** for further information**.**

Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

1. Which module receives entries from Accounts Receivable - Funds Receipts?
    a) General Ledger
    b) Accounts Payable
    c) Expenses

2. A deposit in Cardinal can only include one payment.
    a) True
    b) False

Lesson 1: Summary

In this lesson, you learned:

- In Accounts Receivable – Funds Receipts, a deposit is a collection of one or more payments.
- Entering item payments in Cardinal involves creating the deposit, creating an item payment worksheet, entering the deposit certificate number and tying it to the deposit, and approving the deposit certificate. .
- Entering direct journals in Cardinal is a multiple step process that includes creating the deposit, creating the accounting entries and marking them as complete, budget checking, entering the deposit certificate number and tying it to the deposit, and approving the deposit certificate.
- Cardinal's Accounts Receivable - Funds Receipts module integrates with the General Ledger module. Cardinal's General Ledger module then uploads that information to CARS.

Lesson 2: Entering a Payment

In this lesson, you will learn about the following topics:

- Entering an item payment
- Entering a direct journal payment

Entering a Payment

The receipt of payments initiates the creation of a deposit in Cardinal.

An **Item Payment** is a payment that corresponds to a receivable established in Cardinal.

A **Direct Journal Payment** is a payment that does not correspond to a receivable established in Cardinal

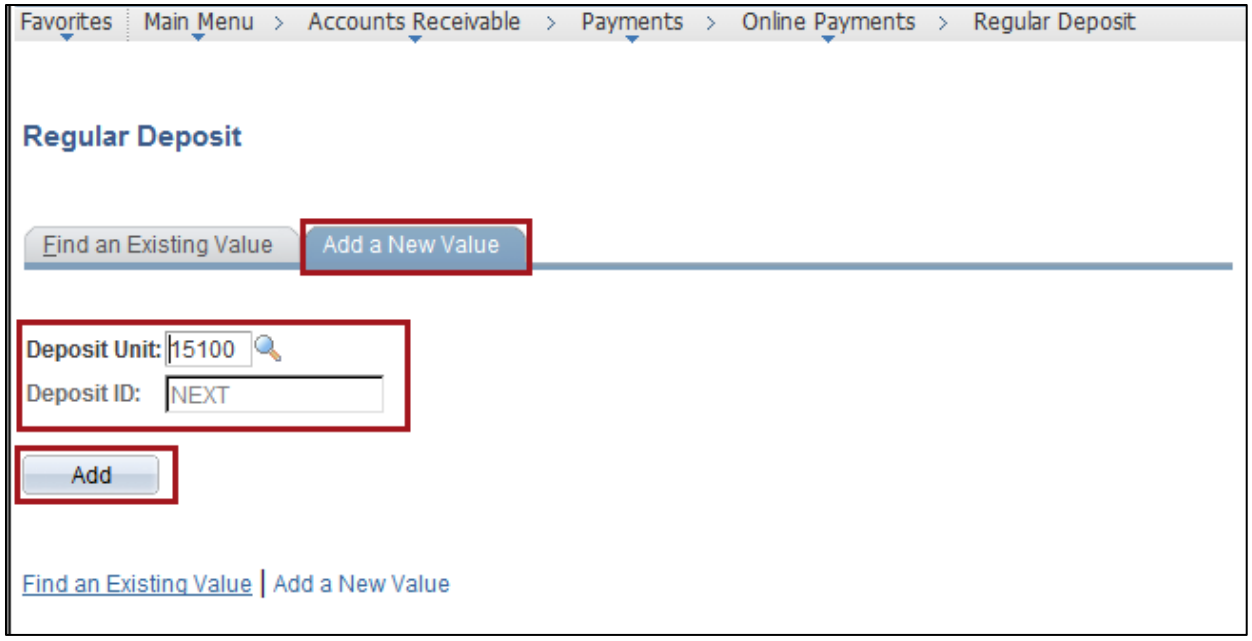
To enter a payment, navigate to the **Regular Deposit** page using the following path:

Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Entering a Payment (continued)

To create a deposit:

- Click the **Add a New Value** tab
- Your **Deposit Unit** defaults.
- The **Deposit ID** displays as **NEXT** and cannot be changed. Cardinal assigns the next sequential number to the **Deposit ID** when it is saved.
- Click the **Add** button.



Totals Tab

The **Regular Deposit** page displays and defaults to the **Totals** tab. The information on this tab, including the **Unit**, **Deposit ID**, **Accounting Date**, **Bank Code**, **Bank Account** and **Deposit Type** apply to and are the same for every payment you include in the Deposit.

To enter a deposit:

- In the first section, the **Accounting Date** defaults to the current date but can be changed if necessary. This date determines the accounting period in which the deposit posts to the General Ledger. The **Accounting Date** is not necessarily the same as the deposit date. Cardinal validates the **Accounting Date** to make sure it falls within an open period for the business unit and transaction type.

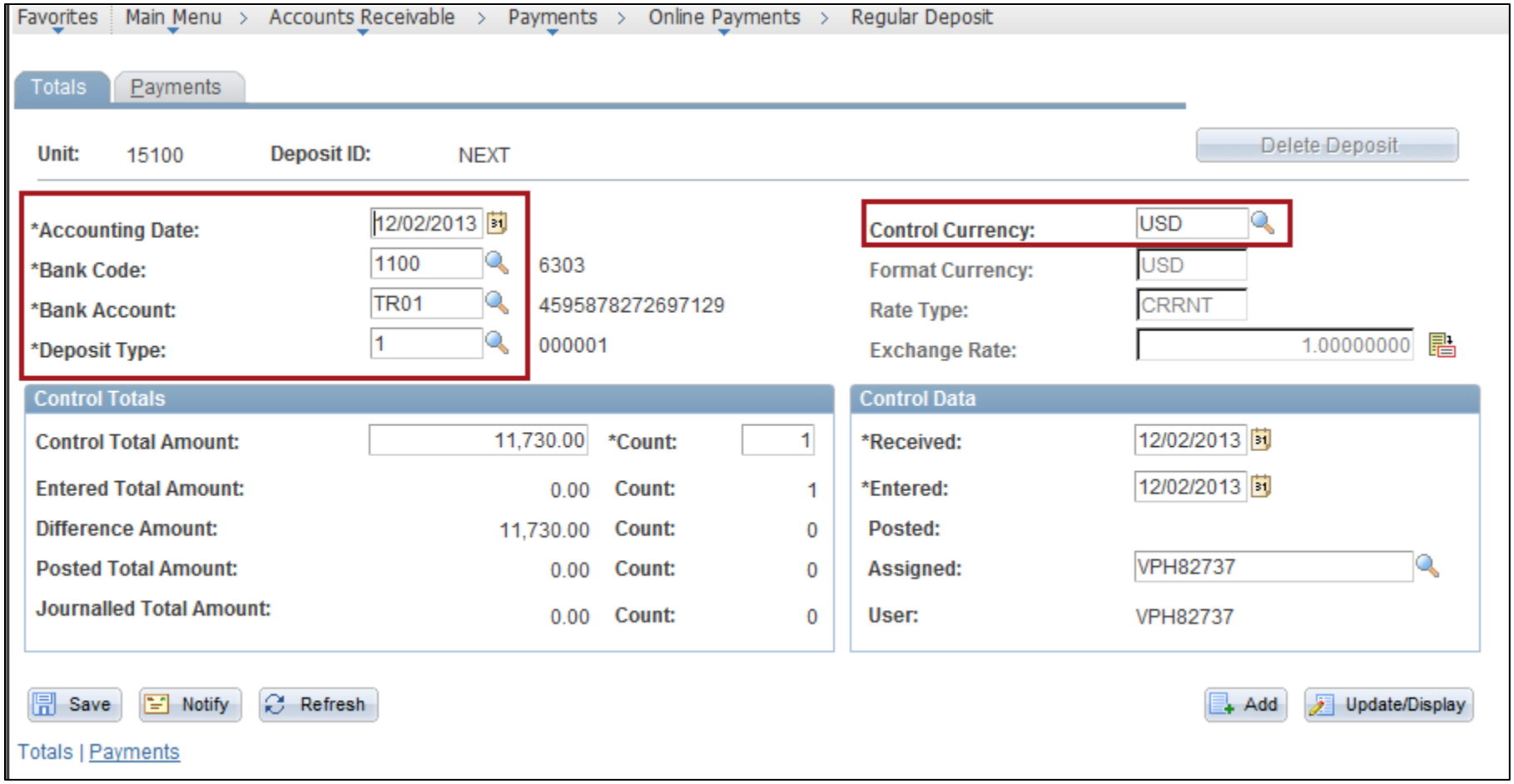
- Select the **Bank Code**. **Bank Code** determines which **Bank Account** is available for selection**.** See the **Bank Code Crosswalk Job Aid** on the Cardinal website for a listing of Cardinal-to-CARS bank codes.

- Select the **Bank Account**. When the **Bank Account** is selected, the **Deposit Type** choices will populate.

- Select the **Deposit Type.** Do not automatically accept the default value.

- In the **Control Currency** field select **USD**. This is the only option currently available.

Totals Tab (continued)

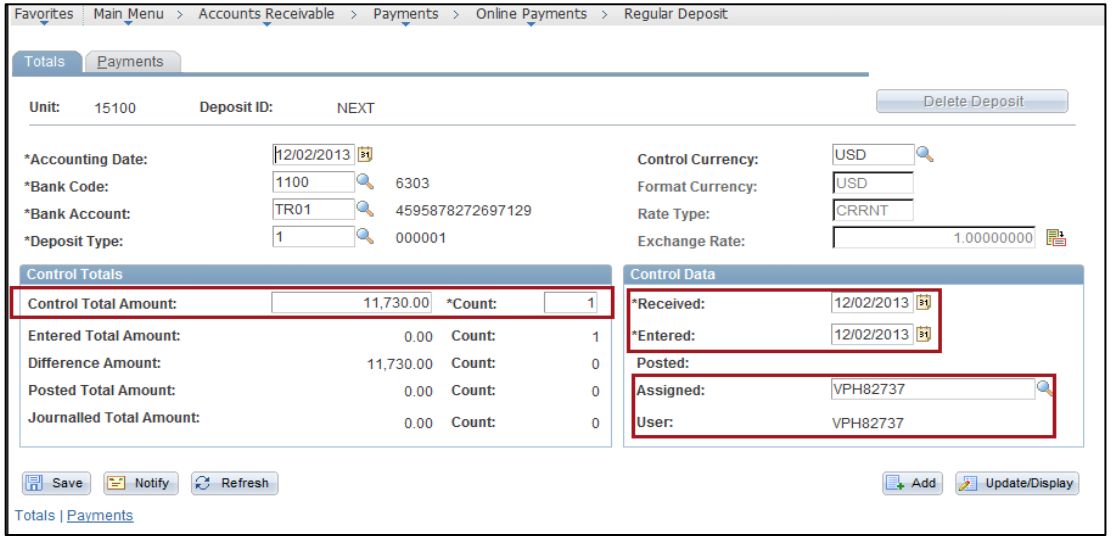


Totals Tab (continued)

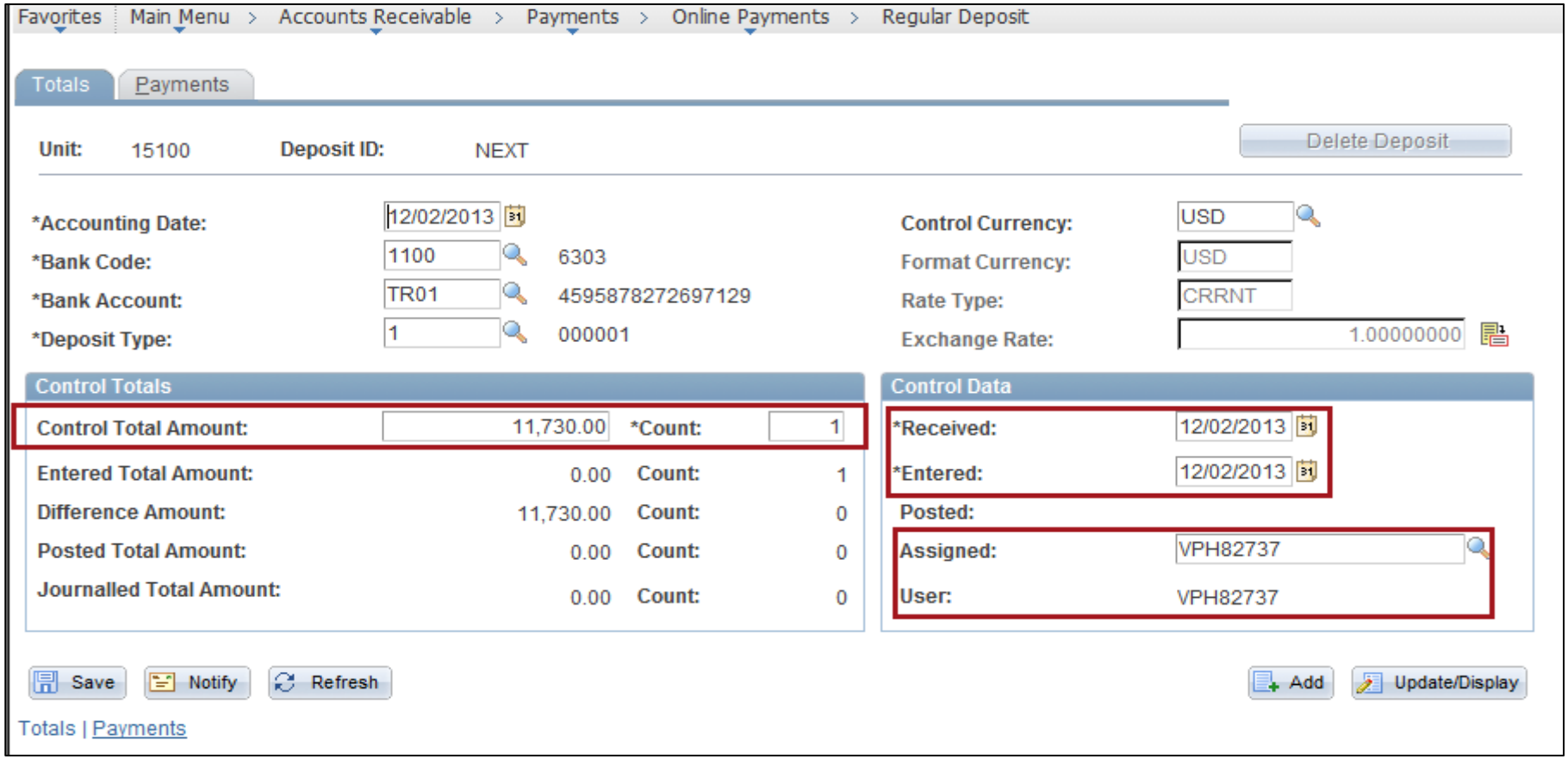
In the **Control Totals** section of the page, enter the **Control Total Amount**, i.e. the total amount of the deposit, and **Count**, i.e., the number of checks in the deposit.

In the **Control Data** section of the page, the **Received Date**, and the **Entered Date** default to the current date. These can be changed if necessary.

- The **Received** date should be the date when either the bank received the payment (e.g., wire transfer, EFT) or when your agency received the payment.
- The **Entered** date should be the date the Deposit ID is created in Cardinal.
- The **User** field tracks the creator of the deposit. If another user modifies the deposit, his/her ID is captured in the **Assigned** field.



Totals Tab (continued)



Payments Tab – Item Payment

Once you complete the **Totals** page, you can enter all the payments for the deposit. Payments are entered on the **Payments** tab. Click the **Payments** tab.

The **Payments** tab contains specific information about each payment in the deposit. For an **Item Payment**:

- In the **Payment Information** section, enter the **Payment ID** and the payment **Amount**; the **Payment ID** is an identifier assigned by the agency, such as the payee's check number.
- Cardinal assigns the **Payment Seq** to track the order in which payments are entered in the deposit when there is more than one payment.

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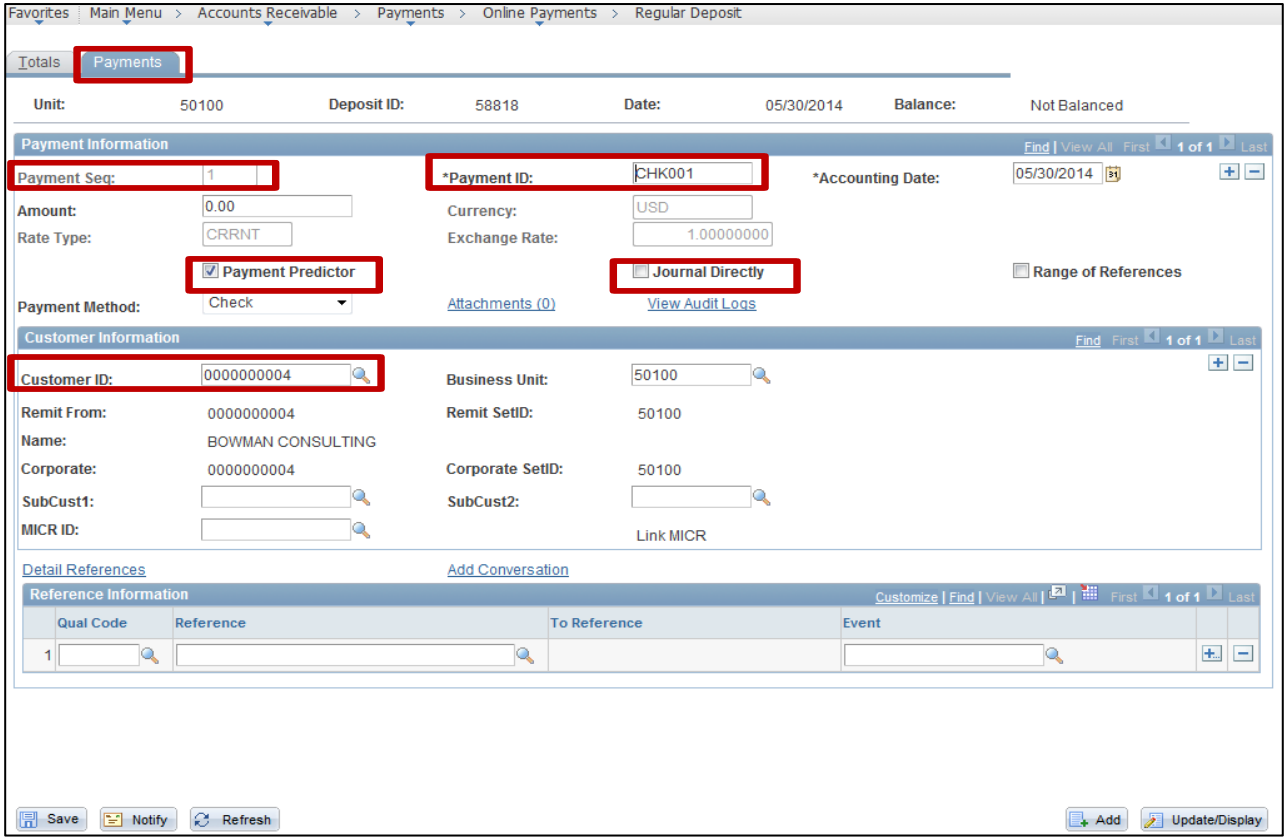
- Make sure the **Payment Predictor** box is checked for an item payment.
- Make sure the **Journal Directly** box is unchecked.
- The **Payment Method** will default to **Check**; use the **drop-down** to change to the appropriate **Payment Method**.
- In the **Customer Information** section, **Customer IDs** are entered to aid application of payments against the appropriate receivable balances.

Payments Tab – Item Payment (continued)

If you have more than one payment, click the **+** sign in the upper right corner of the **Payment Information** section and repeat the same steps for each payment.

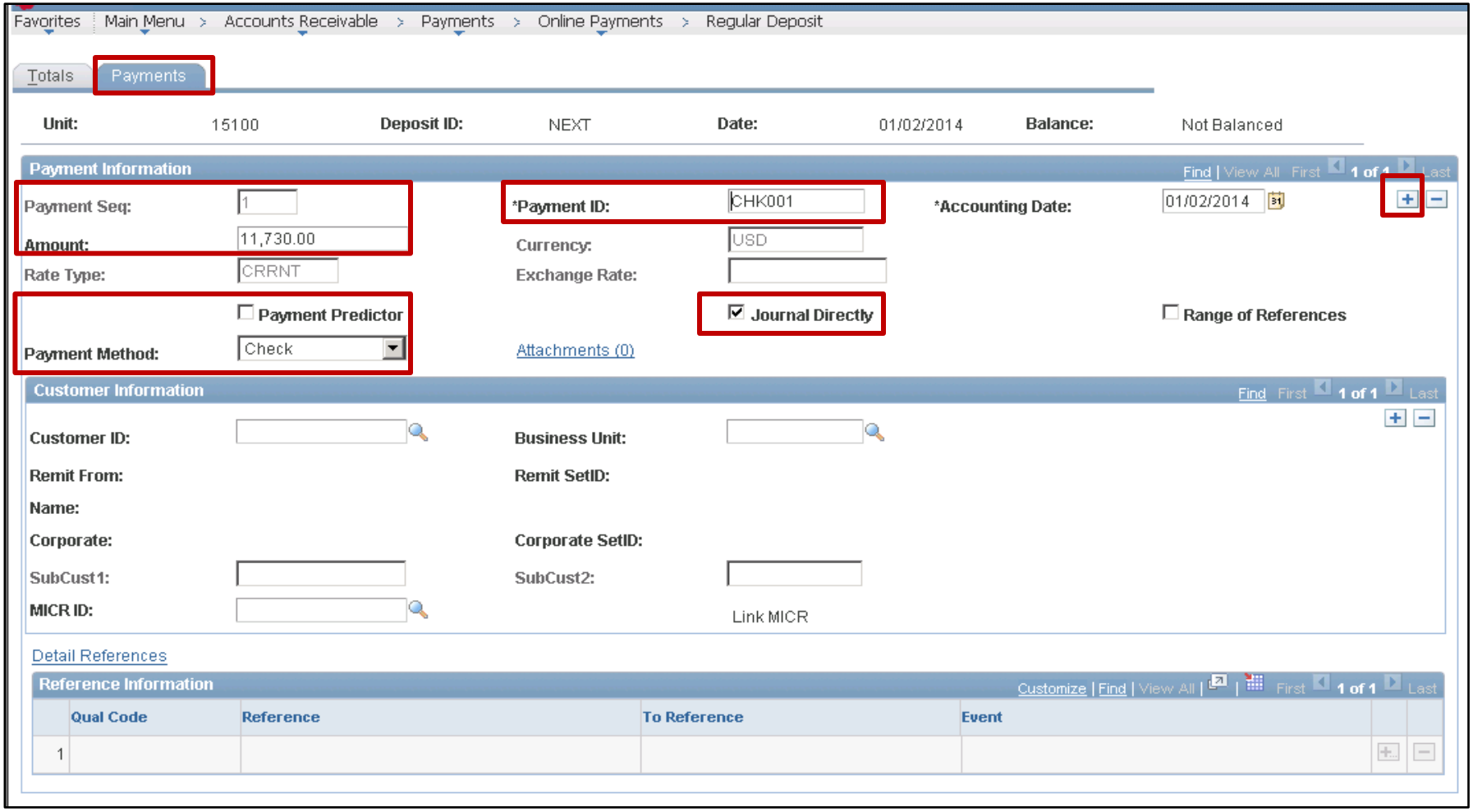


Payments Tab – Direct Journal

The **Payments** tab contains specific information about each payment in the deposit. For a **Direct Journal**:

- In the **Payment Information** section, enter the **Payment ID** and the payment **Amount**; the **Payment ID** is an identifier assigned by the agency, such as the payee's check number.
- Cardinal assigns the **Payment Seq** to track the order in which payments are entered in the deposit when there is more than one payment.
- Make sure the **Payment Predictor box** is **unchecked**.
- Make sure the **Journal Directly** box is checked for a direct journal. This ensures the deposit is picked up for processing. It must be checked in order for the payment lines to be available to create accounting entries.
- The **Payment Method** will default to **Check**; use the **drop-down** to change to the appropriate **Payment Method**.
- If you have more than one payment, click the **+** sign in the upper right corner of the **Payment Information** section and repeat the same steps for each payment.

Payments Tab – Direct Journal (continued)



Agency to Agency (ATA) Transactions

Agency to Agency (ATA) transactions are payments received for goods and/or services provided by one Commonwealth of Virginia (COVA) agency to another.

The Paying Agency:

- Creates a voucher to issue a payment to your agency
- Is a Customer to your Agency

Your Agency:

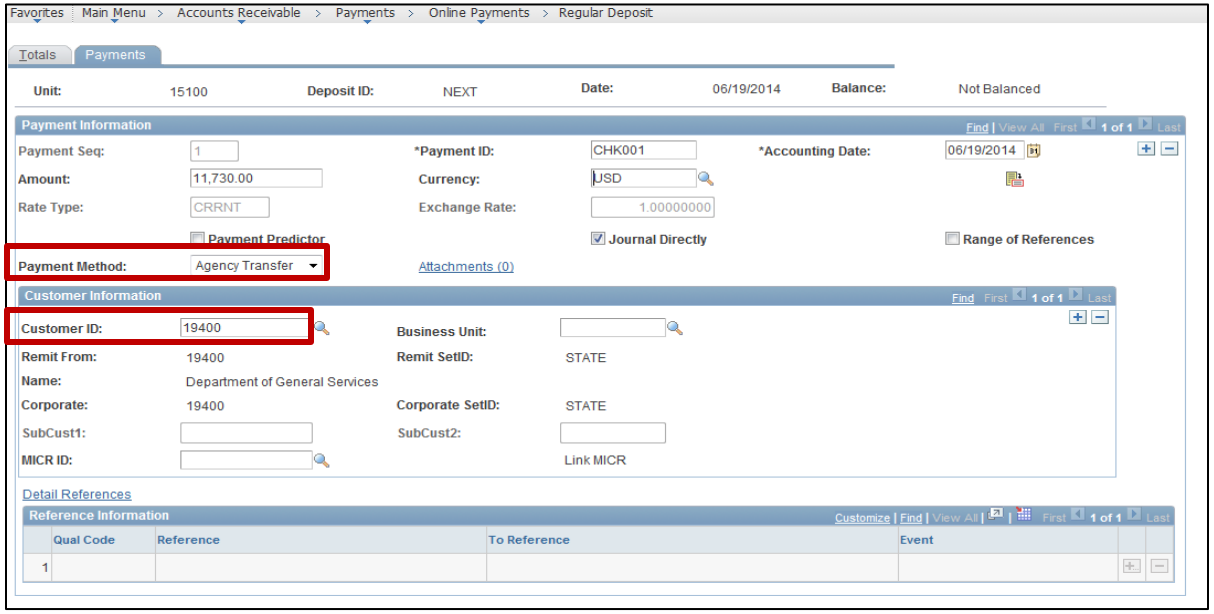
- Creates a Deposit and related accounting entries to record the payment from the paying agency
- Is a Vendor to the paying agency

The **Agency to Agency (ATA) Transactions Information Sheet** job aid located on the Cardinal website identifies each agency Customer ID (Business Unit) and Vendor ID for ATA transactions.

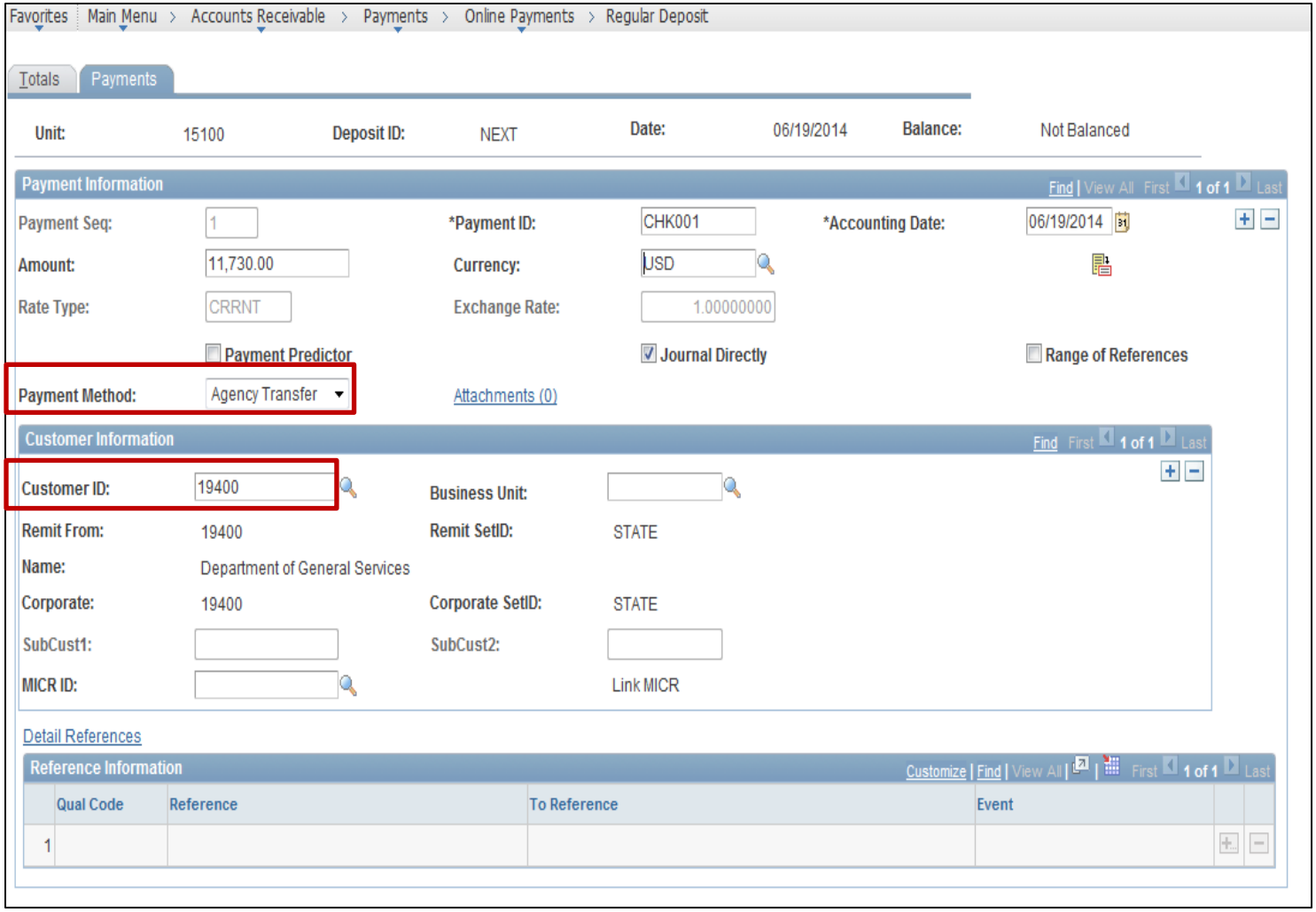
Agency to Agency (ATA) Transactions (continued)

The following fields must be selected on the **Payments** tab when entering an ATA payment in Cardinal:

- In the Payment Information section, **Agency Transfer** should be selected as the **Payment Method,** even if the payment was a check, wire, etc**.**
- Select the paying agency in the **Customer ID** field. The **Customer ID** is the same as the paying agency business unit. This field should only be entered for ATA payments.
- It is critical that the **Customer ID** is accurate, as it is used for reporting and reconciliation purposes.



Agency to Agency (ATA) Transactions (continued)



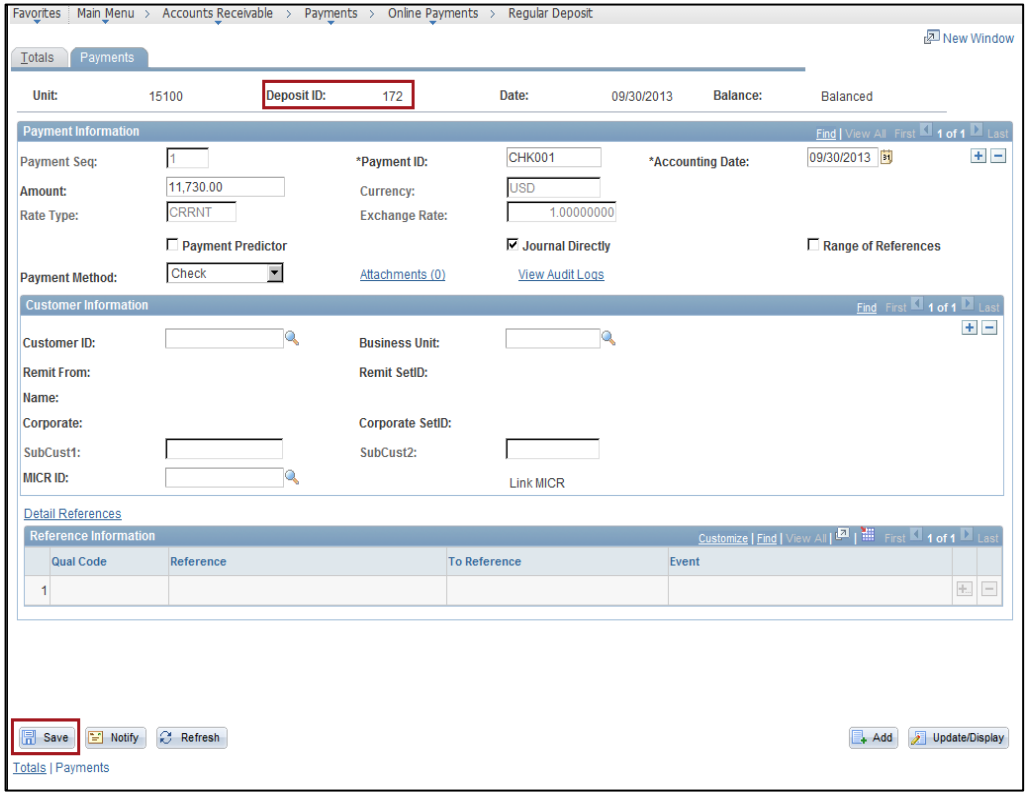
Saving Your Entries

The deposit is balanced when the total amount and number of entered payments equal the control amount and count from the **Regular Deposit** totals page.

When you **Save** the deposit, Cardinal assigns a sequential **Deposit ID** number.

You can **Save** an unbalanced deposit, but it cannot be processed further until it is balanced.

You can modify or delete the deposit before the accounting entries have been marked complete and successfully budget checked.



Simulation: Entering a Payment

You are now about to view a simulation on entering a payment in Cardinal.

Hands-On Practice: Enter a Payment

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.

Lesson 2: Summary

In this lesson, you learned:

- How to enter an Item Payment
- How to enter a Direct Journal Payment

Lesson 3: Processing a Payment

In this lesson, you will learn about the following topics:

- Processing an Item Payment
- Processing a Direct Journal Payment
- Reviewing and correcting budget check errors

Processing a Payment

Processing payments involves the processing and applying of payments received and recorded as part of the enter deposits process.

The information included when entering a payment into Cardinal determines how a payment should be processed.

Processing an Item Payment

After information is entered on the **Payments** tab, a worksheet is created to apply the item payments.

Navigate using the following path: **Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet**

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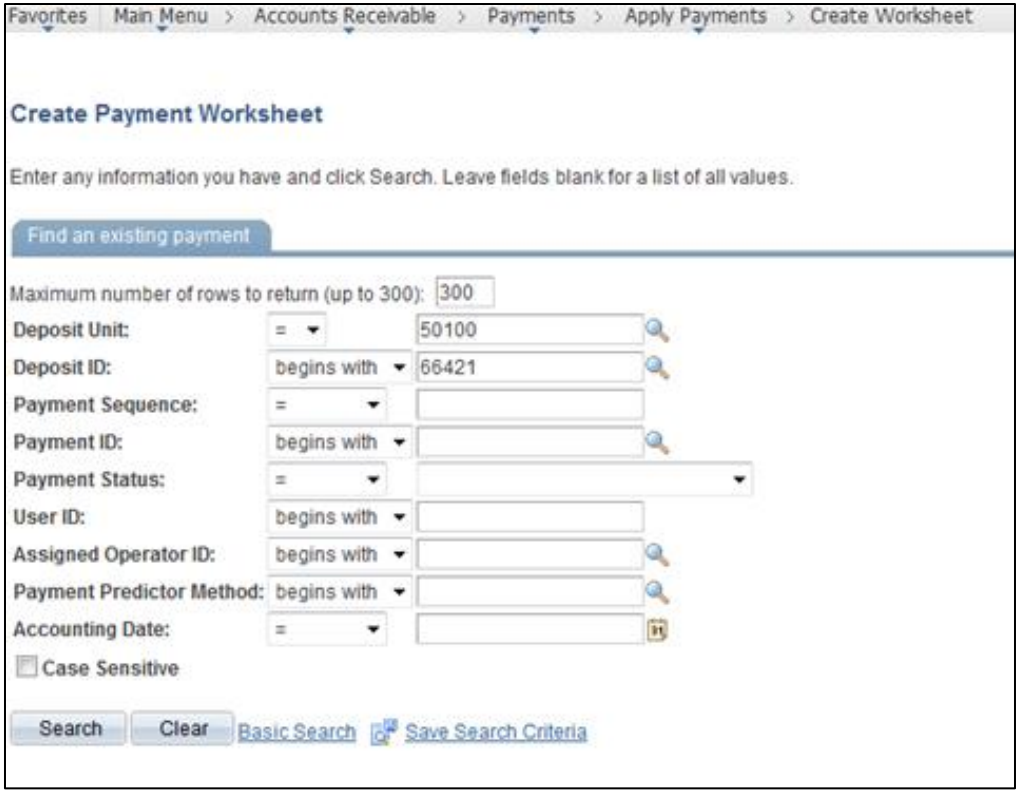
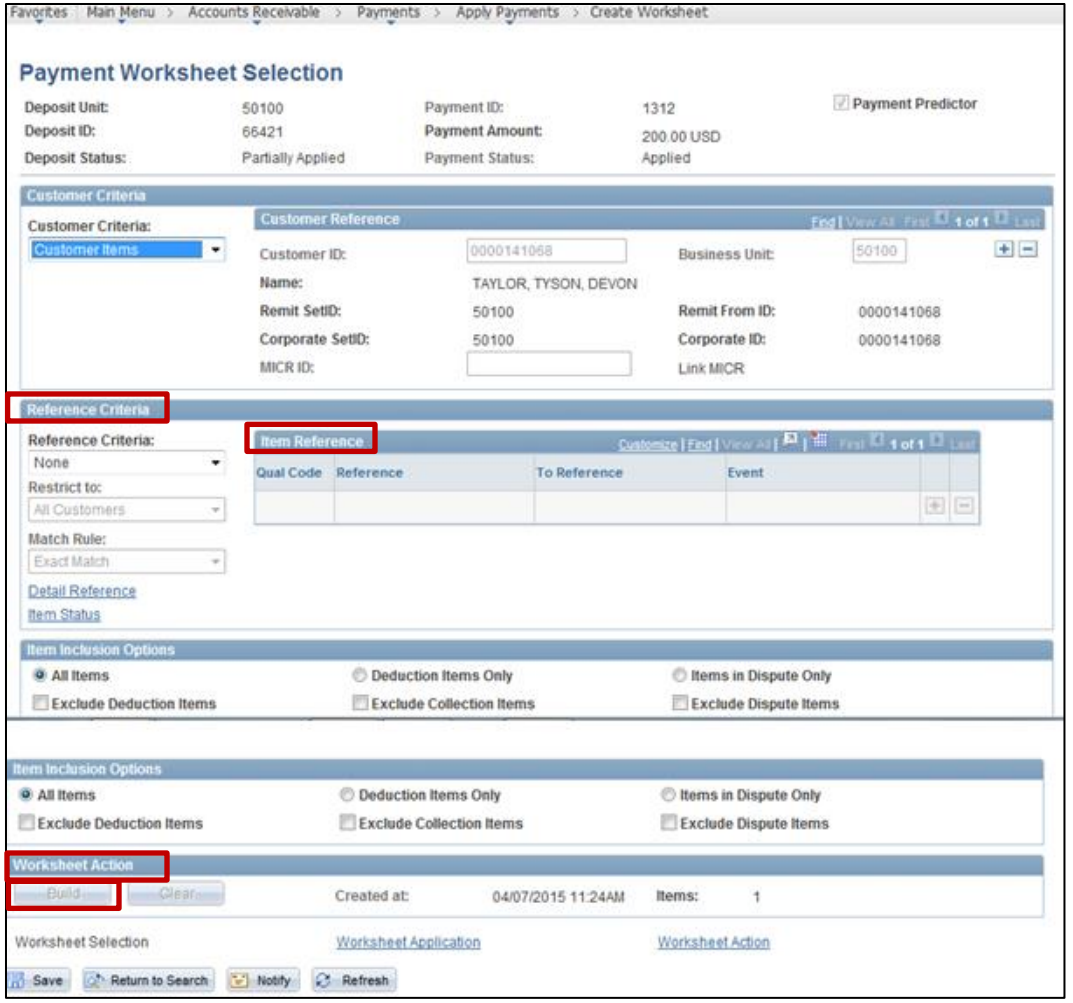


Processing an Item Payment (continued)

In the **Reference Criteria** section**,** enter the **Item Reference** to select the item that is associated with that payment. You can leave this section blank if you want to pull all the open items for the customer.

In the **Worksheet Action** section, select **Build** to build the **Payment Worksheet Application.**



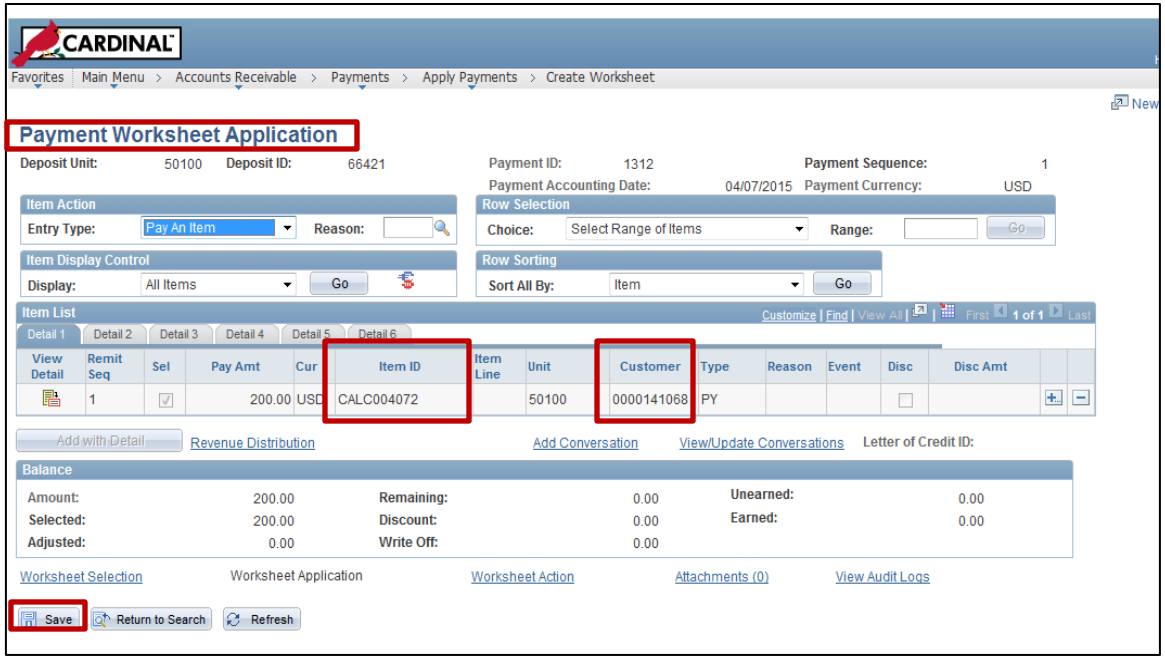
Processing an Item Payment (continued)

The **Payment Worksheet Application** page displays.

Review this page and make sure the item you are crediting has been selected.

Verify the **Customer ID** and the **Item ID**.

Select **Save**.

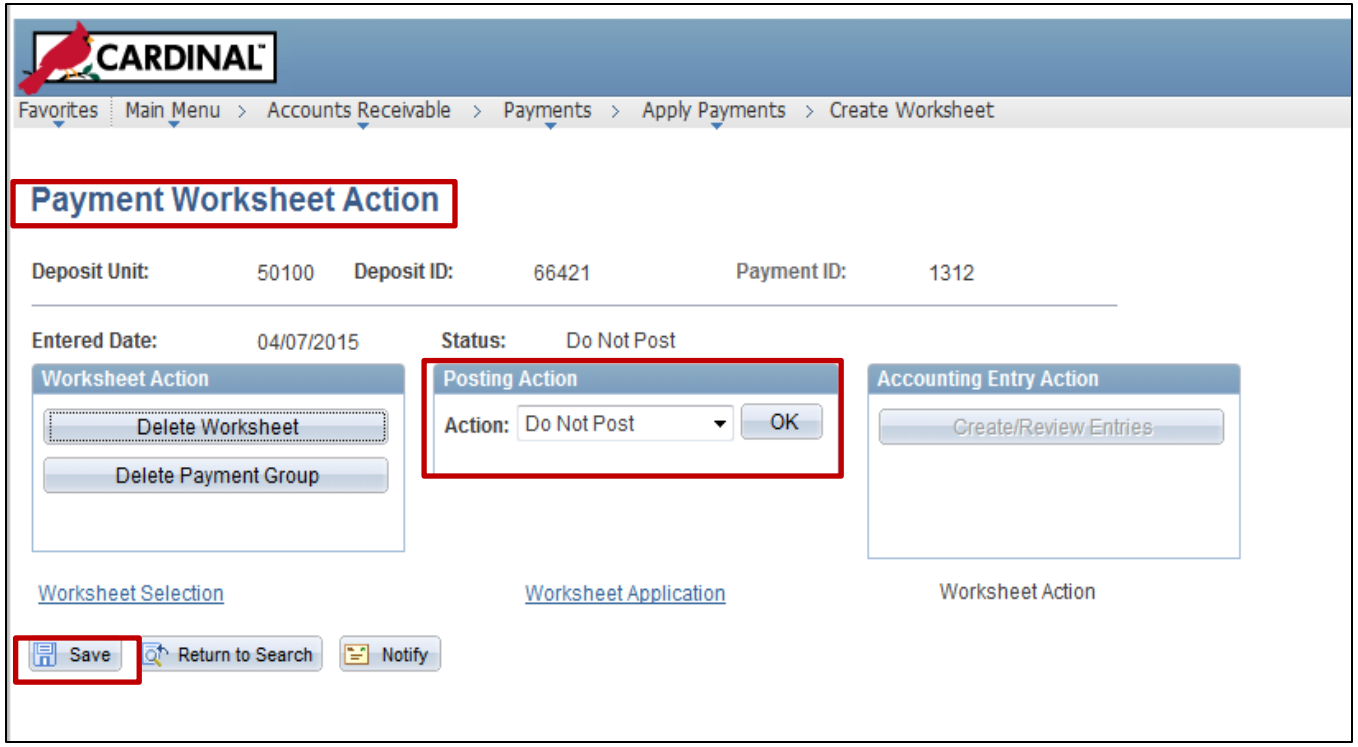


Processing an Item Payment (continued)

The **Payment Worksheet Action** page displays.

Here you can create and review the accounting entries.

After review, change the **Posting Action** to **Batch Standard** and select **Save.**

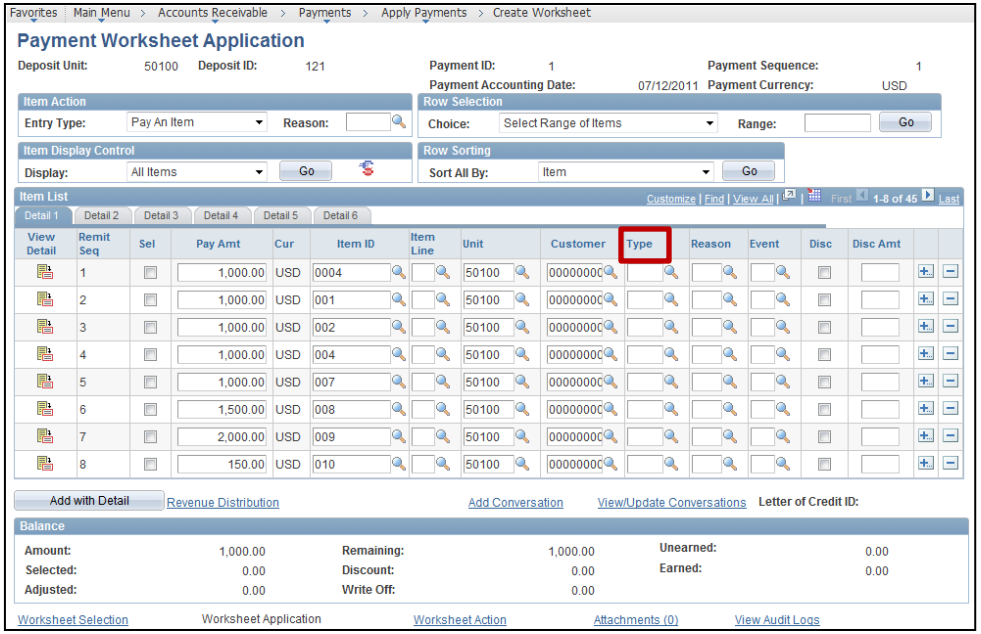


Processing an Item Payment - Partial Payment

Occasionally, a partial payment or an overpayment is received and needs to be entered into Cardinal.

The initial steps for entering a partial payment are the same as those for entering a regular payment.

You must change the payment amount to the actual amount of the payment, and the system will automatically create another line for the difference.

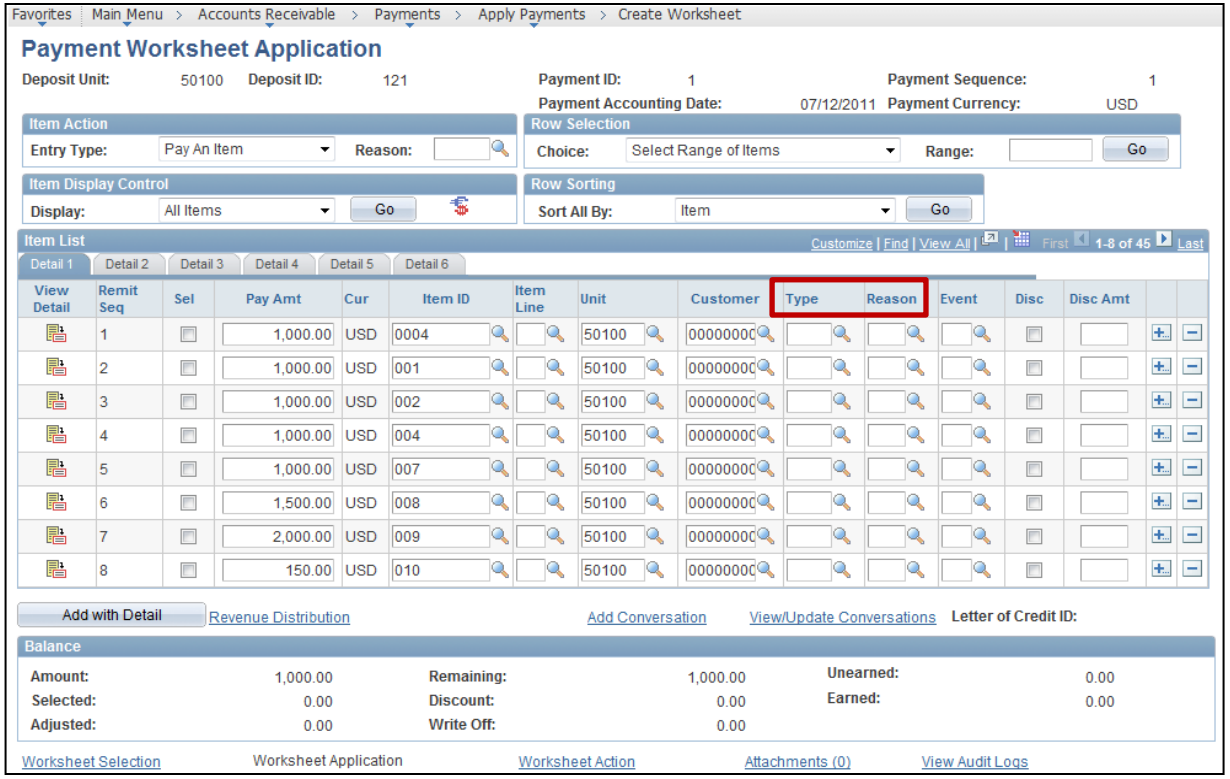


Processing an Item Payment – On-Account Payment

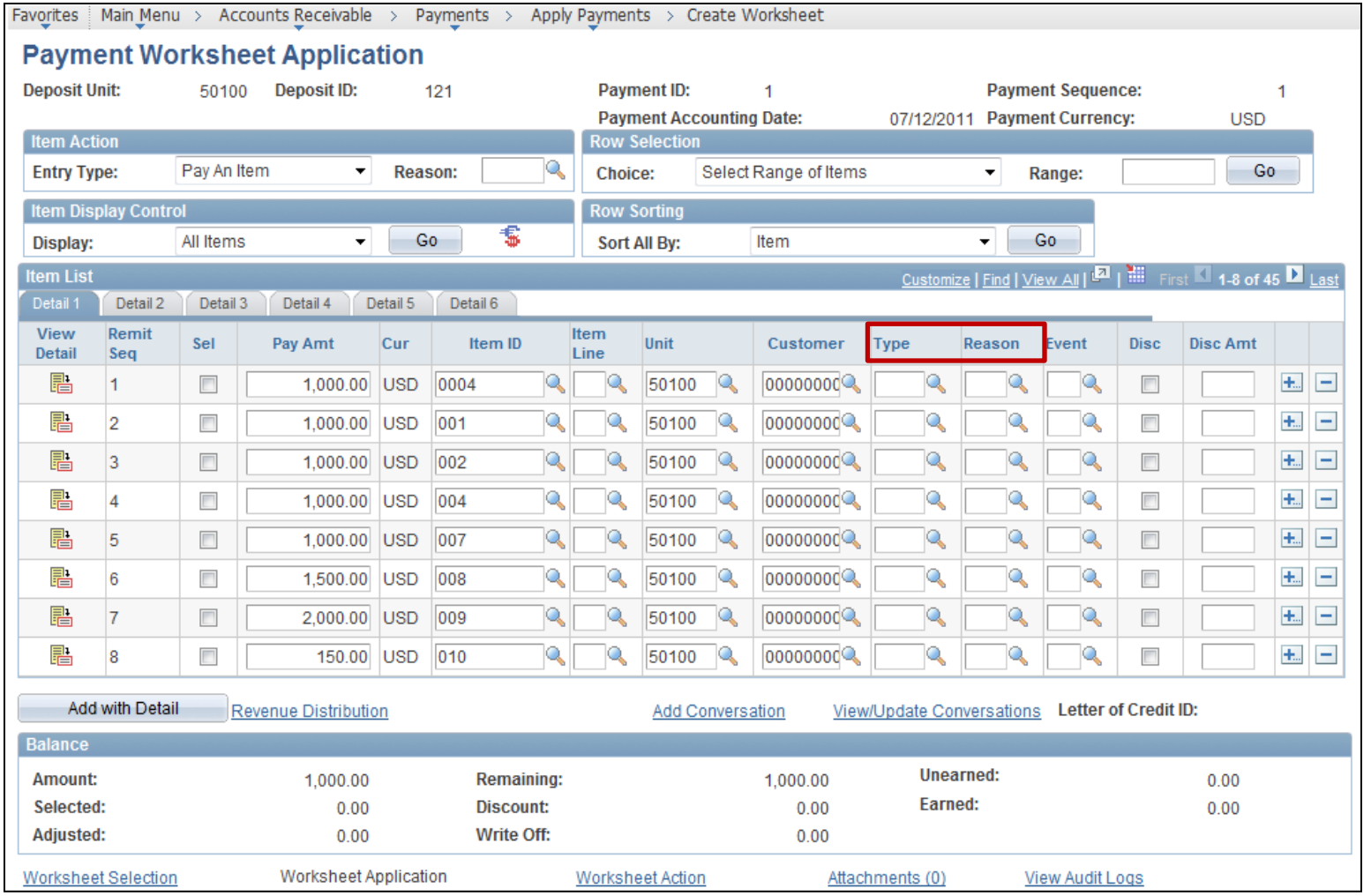
On-Account Payment is used when a customer overpayment is received, or a customer payment is received for an item that does not exist in Cardinal.

You will need to create an On-Account (OA) line **Type** to store the funds on the payment worksheet.

Select the appropriate entry **Reason** for the transaction. This will create the accounting entry.



Processing an Item Payment – On-Account Payment (continued)



Processing a Direct Journal Payment

Once the direct journal payment information has been entered completely in the Cardinal deposit, the corresponding accounting entries can be created. These entries will post to the General Ledger. This process, called Direct Journaling in Cardinal, defines deposit accounting entries.

To create accounting entries for direct journal payments, go to the **Create Accounting Entries** page.

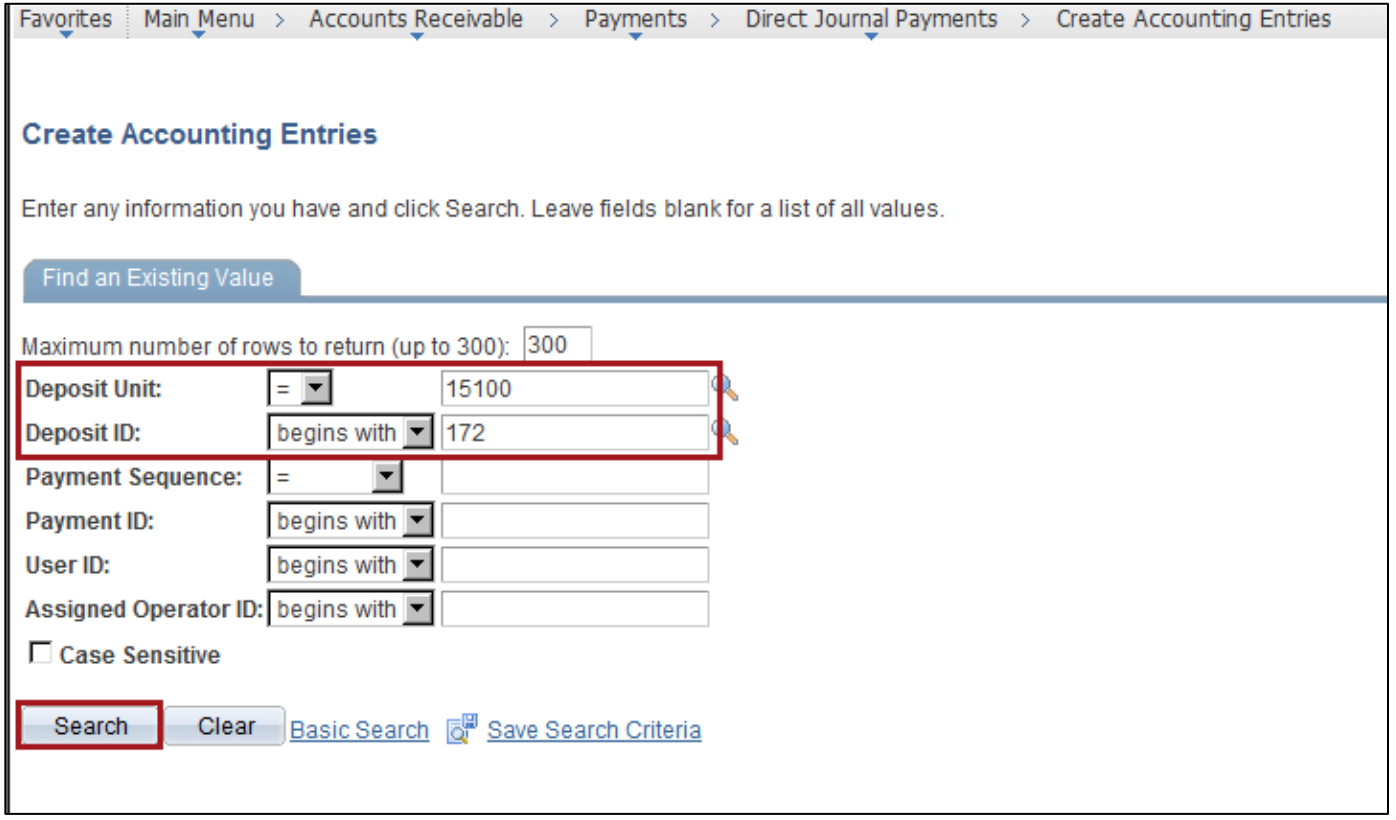
You can navigate to the **Create Accounting Entries** page using the following path:

Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Processing a Direct Journal Payment (continued)

The **Deposit Unit** defaults to your **Business Unit**.

Enter your **Deposit ID** and click the **Search** button.



Processing a Direct Journal Payment (continued)

On the **Accounting Entries** tab, the information you entered when you created the deposit (**Unit, Deposit ID, Payment** and **Seq**) will auto-populate, along with the **Amount** for the **Deposit ID**.

On the **ChartFields** tab under the **Distribution Lines** section of the page, enter your distribution. If your agency uses SpeedTypes, you can enter one here to autopopulate some of the ChartFields in the accounting distribution.

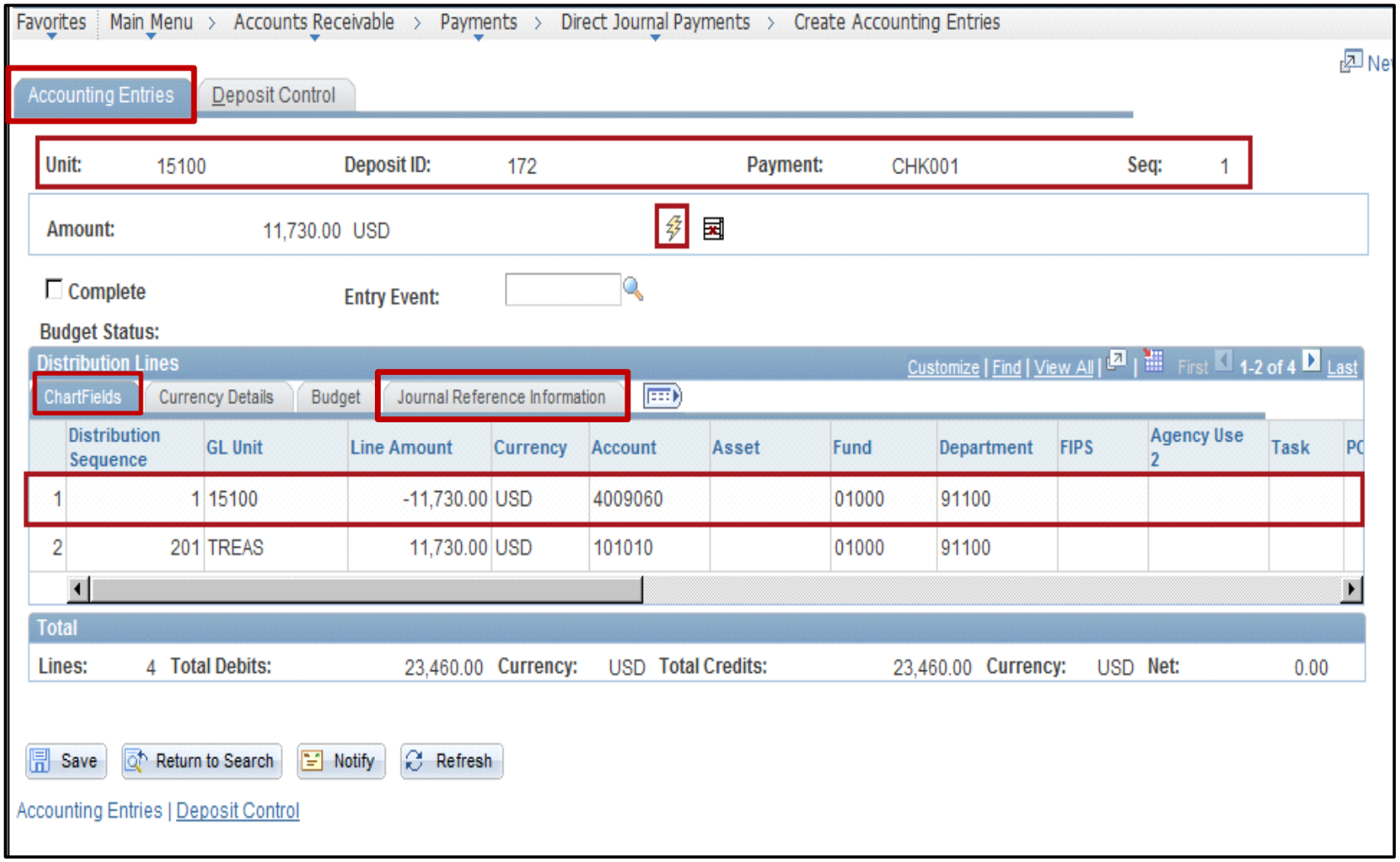
Enter **Line Amounts** as a credit (**-**) to record either an increase in revenues or a decrease in expenses, for example. The line amount(s) must offset the payment (deposit) amount.

You can record agency specific information (such as license numbers, agency invoice #s, etc.) in the Ref Field on the **Journal Reference Information** tab. Do not enter sensitive data, such as social security numbers, in this field.

When you have entered the distribution and amounts, click the **lightning bolt** icon to create the system generated cash and interunit lines for the accounting entry.

Cardinal verifies that your total credits on the journal lines offset the payment amount before creating the cash and interunit lines.

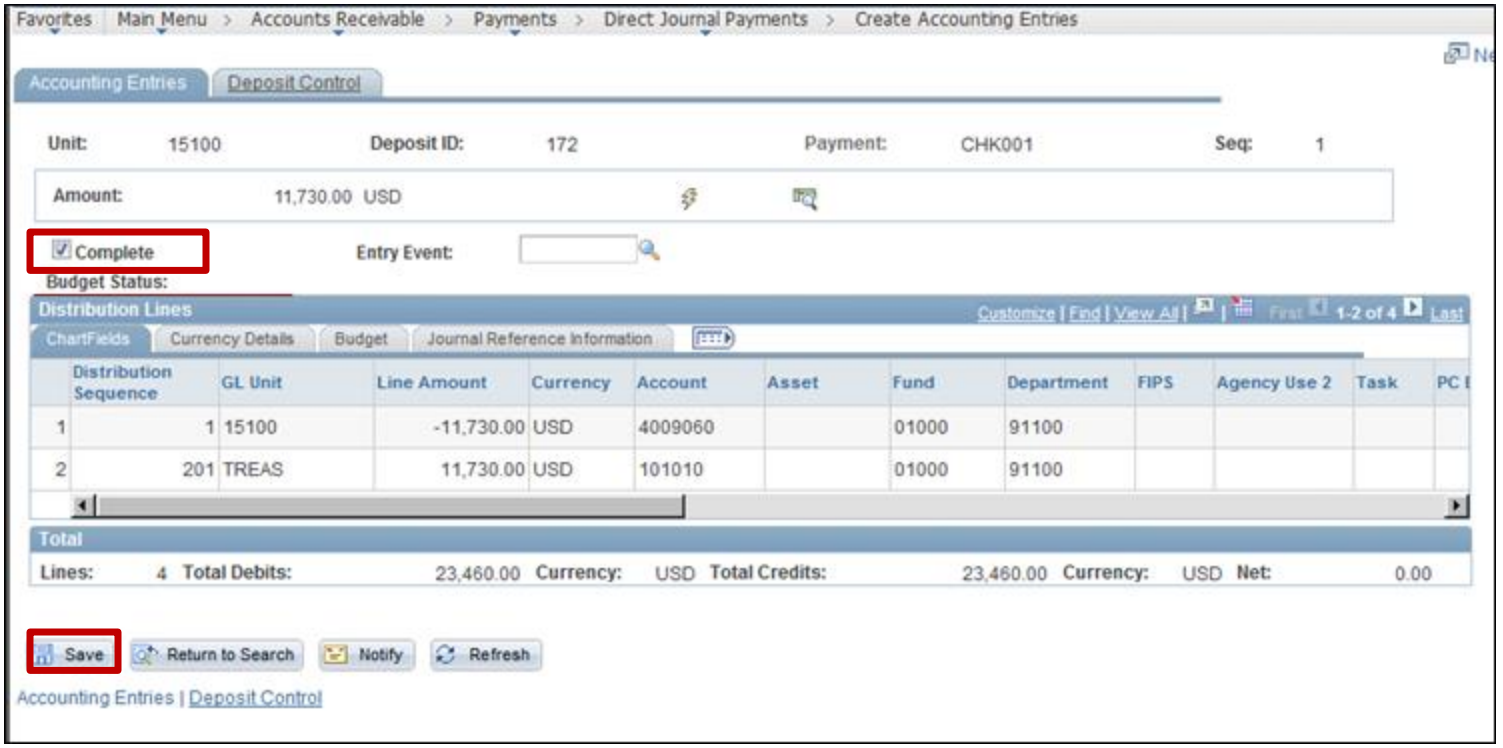
Processing a Direct Journal Payment (continued)



Processing a Direct Journal Payment (continued)

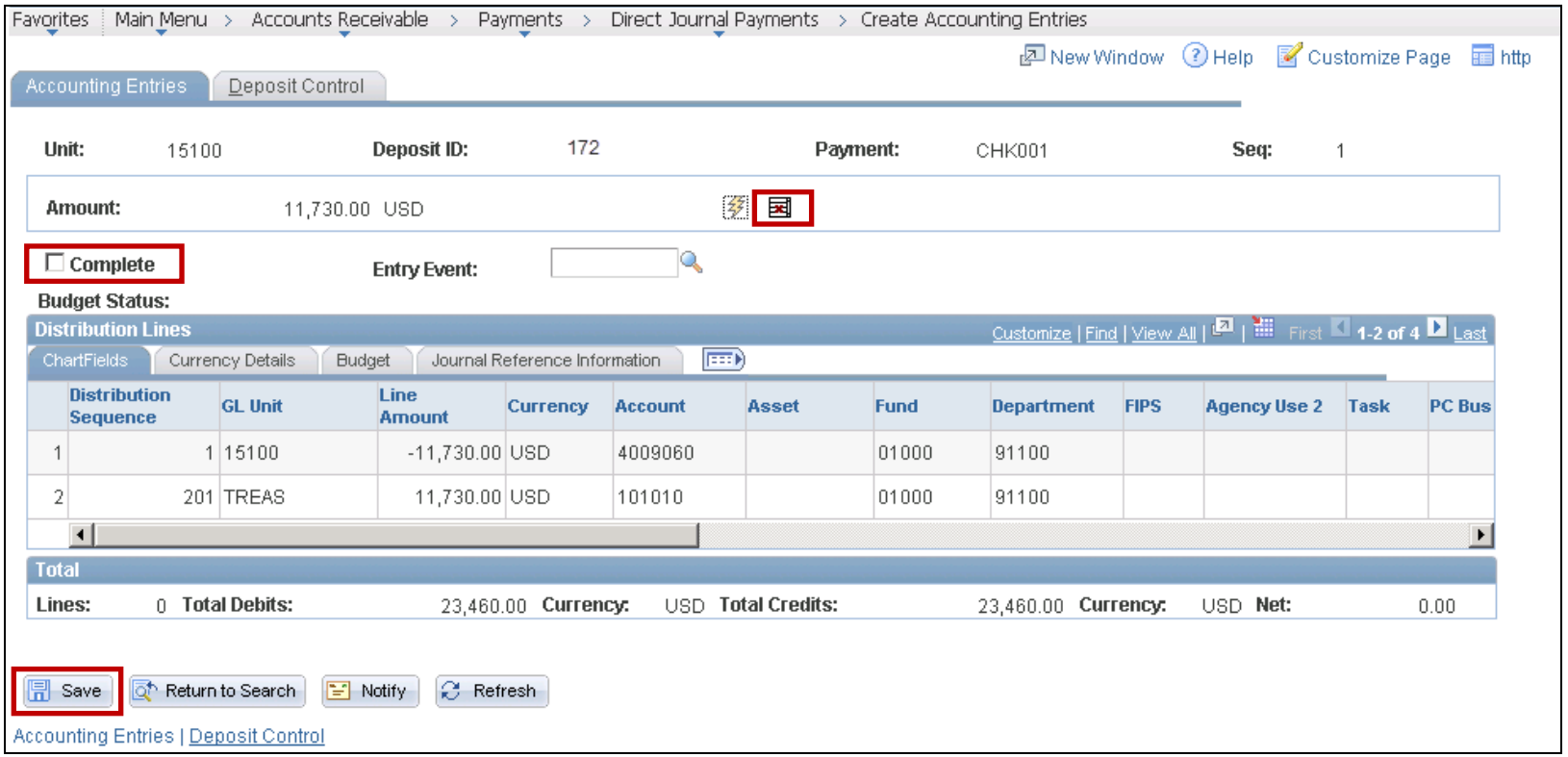
After the cash lines are generated, check the **Complete** checkbox and click the **Save** button.

Upon save, Cardinal verifies the ChartField values in the entries, based on the combination edit rules configured.



Processing a Direct Journal Payment (continued)

To correct accounting entries while on this page, first deselect the **Complete** checkbox, then click the **Save** button. Next, click the **delete** icon (next to the lightning bolt icon) to remove the system generated cash and interunit lines. The system generated lines must always be deleted prior to modifying the user entered line of the accounting entry. The ChartField line(s) that you entered and need to modify will then be available for edit.

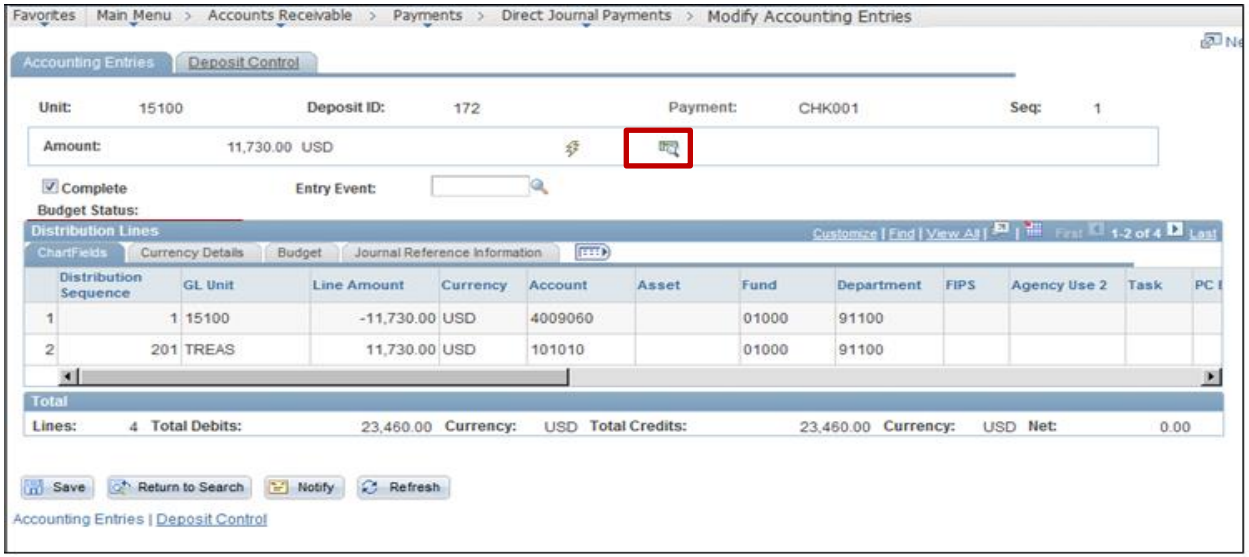


Processing a Direct Journal Payment (continued)

After you **Create** a direct journal deposit and **Save** and mark it **Complete**, it is budget checked. Budget checking occurs during the nightly batch processing, but can also be done manually online.

Once the journal has been successfully budget checked, you **cannot** modify the Deposit or the Accounting Entry.

To manually run budget check, click the **budget check** icon on the **Create / Modify Accounting Entries** page. This icon is only available if the direct journal deposit is saved as **Complete**.



Reviewing and Correcting Budget Check Errors

During the budget check process, Cardinal validates that a control budget exists.

All accounting entry lines must pass a check against the established commitment control budget. An error will be received if the accounting distribution includes an expenditure account and does not have a corresponding commitment control budget.

Once budget check errors are corrected online, the budget check process can be run manually online to validate the errors were successfully corrected. Otherwise the budget check process will run again during the nightly batch to check for errors.

Reviewing and Correcting Budget Check Errors (continued)

The Budget Status for the entire payment is displayed on the header of the direct journal accounting entry and on the Budget tab for each distribution line.

The budget checking status values include:

- **Error**: The entry failed to pass budget checking. The transaction must be corrected before it will post to commitment control ledgers and the General Ledger.
- **Valid**: The entry passed budget checking and the process updated the commitment control ledger.
- **Warning**: The budget check process issued a warning, but also updated the commitment control ledger.

You can research the budget check **Error** and **Warning** message using two different tabs:

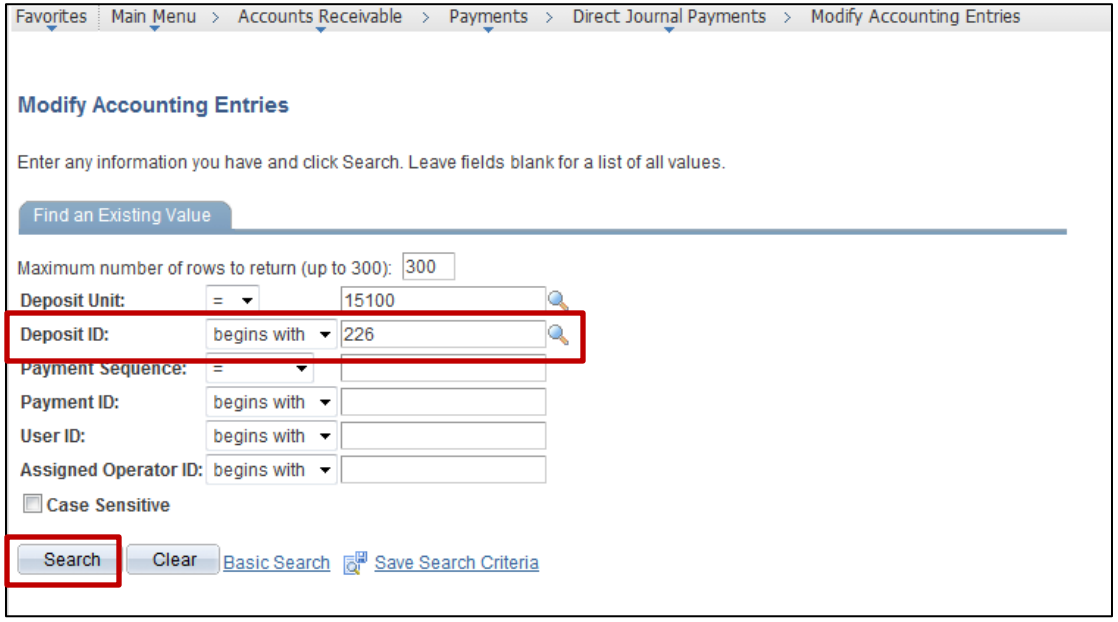
- **Directly Journalled Payments** tab
- **Misc Payment Exceptions** tab

Reviewing and Correcting Budget Check Errors (continued)

To view the error using the **Directly Journalled Payments** tab, use the following path:

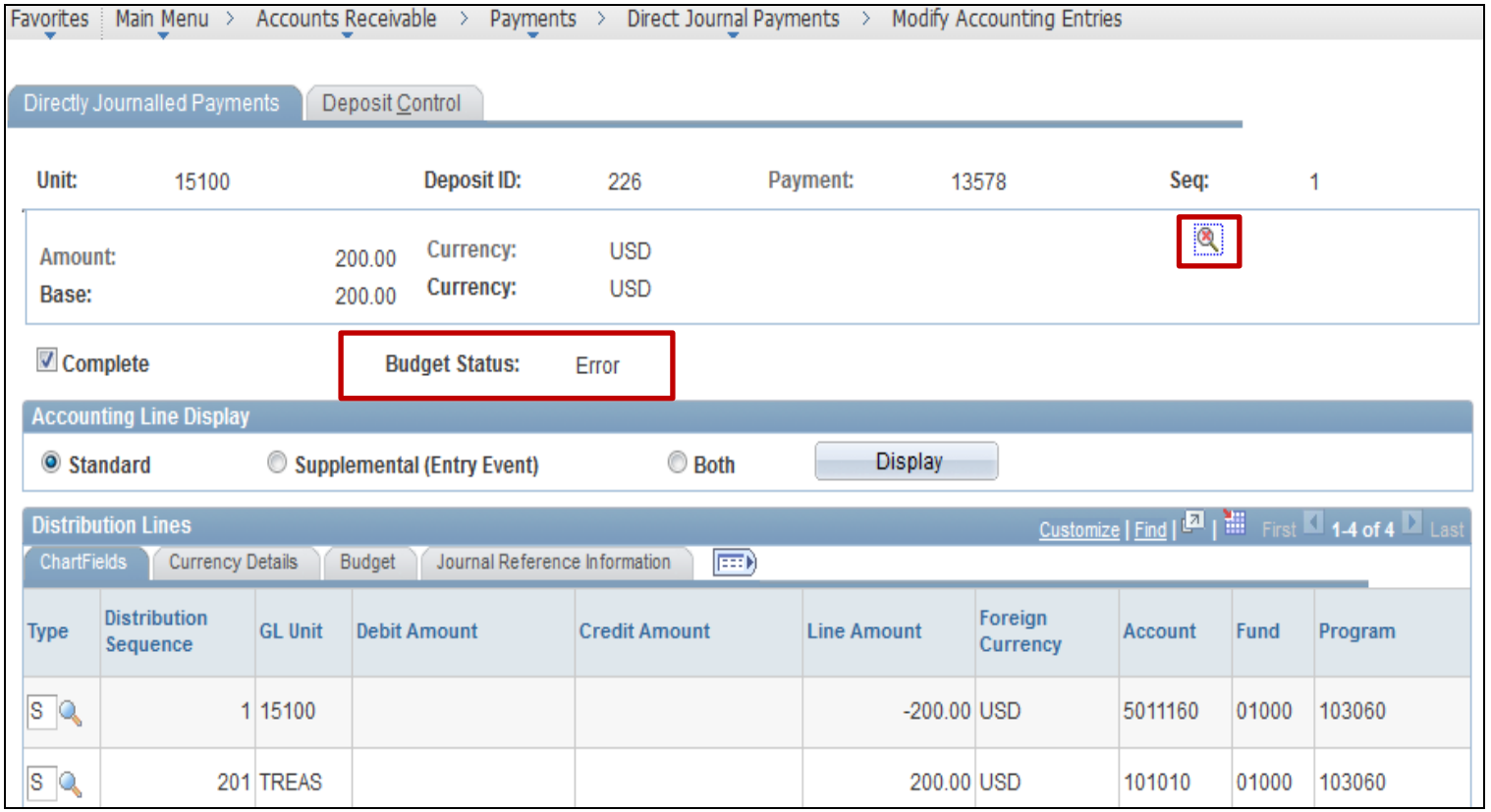
Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

Enter the **Deposit ID** and click the **Search** button.



Reviewing and Correcting Budget Check Errors (continued)

The search page displays. Click the **Budget Check Options** icon to view the error.

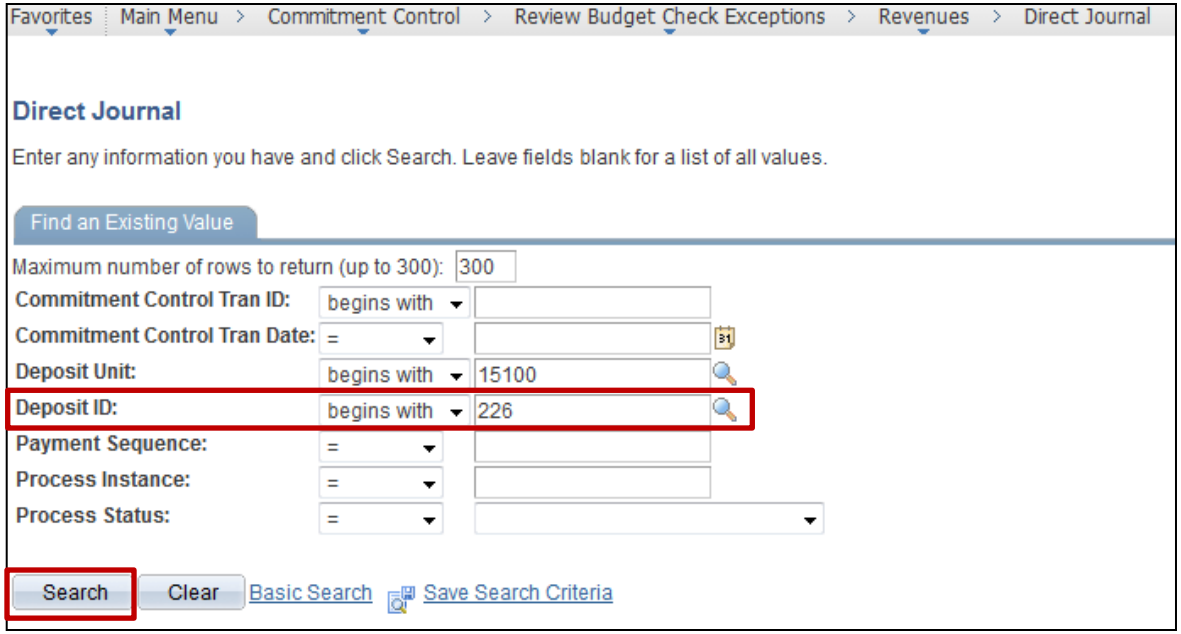


Reviewing and Correcting Budget Check Errors (continued)

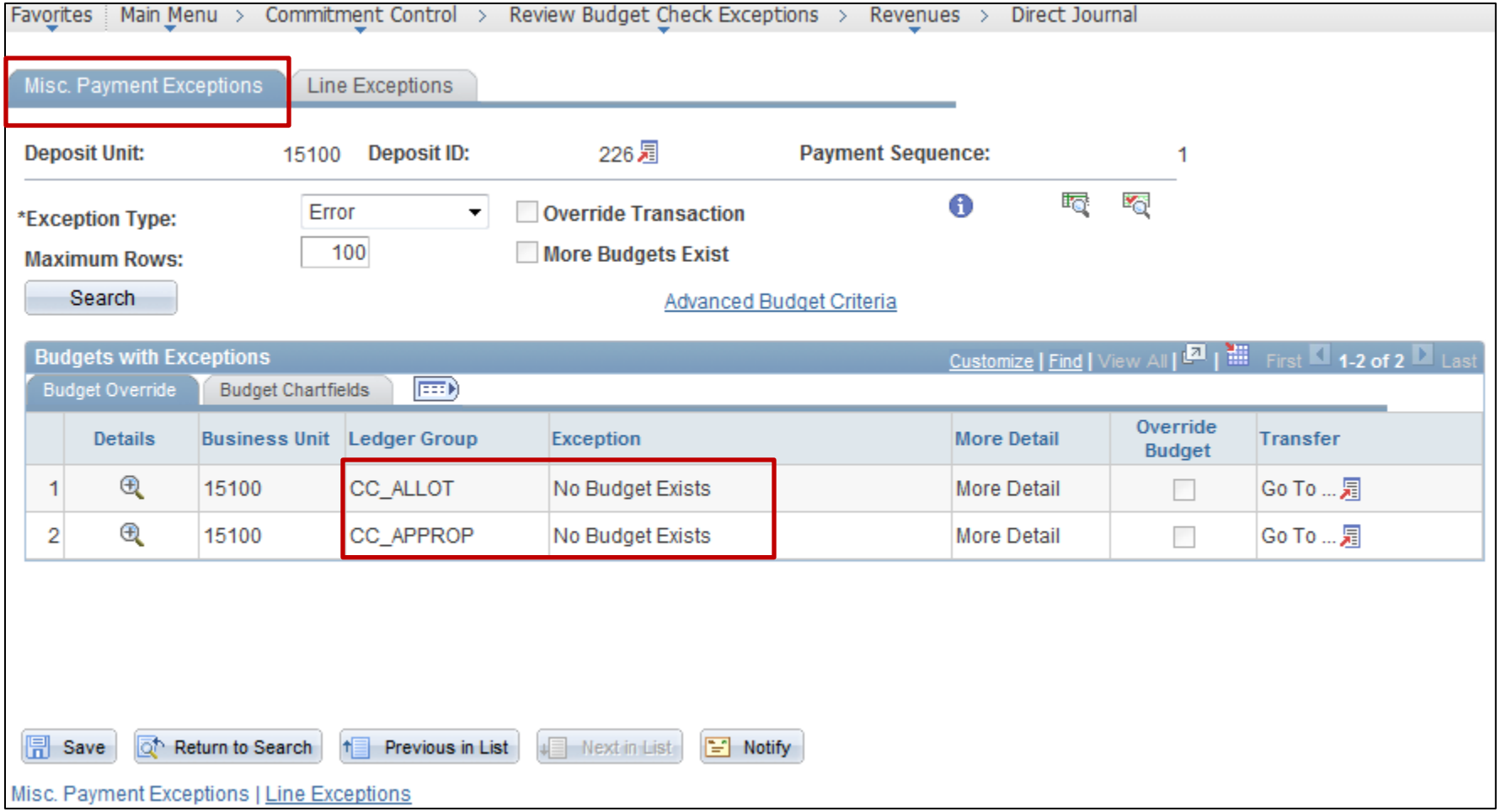
To view the error on the **Miscellaneous Payment Exceptions** Tab use the following path:

Main Menu > Commitment Control > Review Budget Check Exceptions > Revenues > Direct Journal

On the **Direct Journal** search page enter the **Deposit ID** with the error and click **Search** to view the exception.



Reviewing and Correcting Budget Check Errors (continued)



Reviewing and Correcting Budget Check Errors (continued)

To correct a budget check error, you may need to do one of the following:

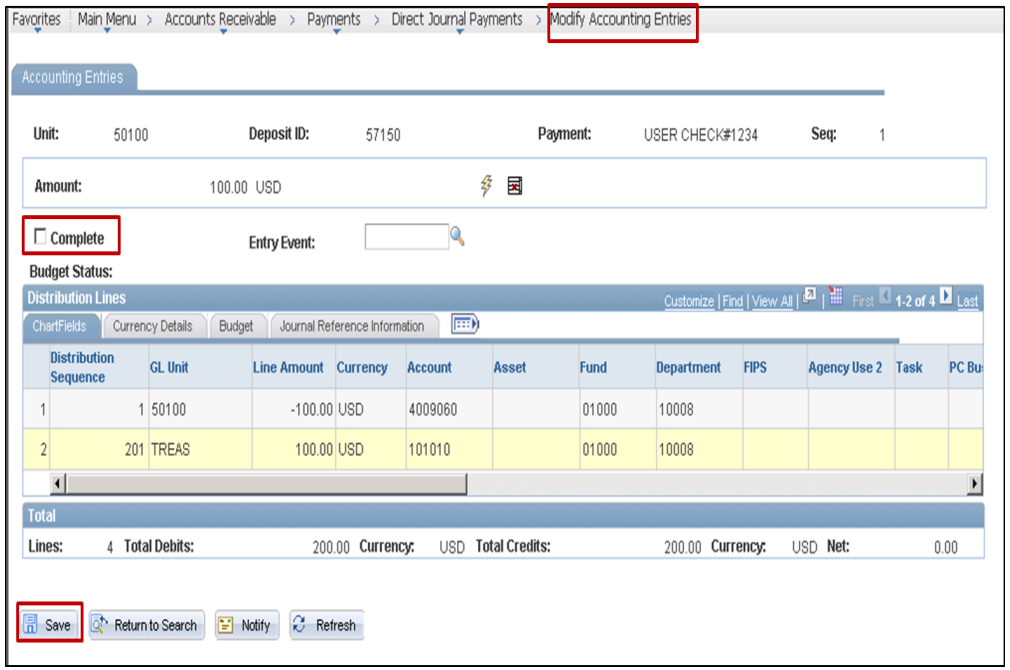
- Correct the direct journal distribution lines that caused a budget error, if the distribution is incorrect.
- Have the budget modified if the ChartField distribution is correct.

Reviewing and Correcting Budget Check Errors (continued)

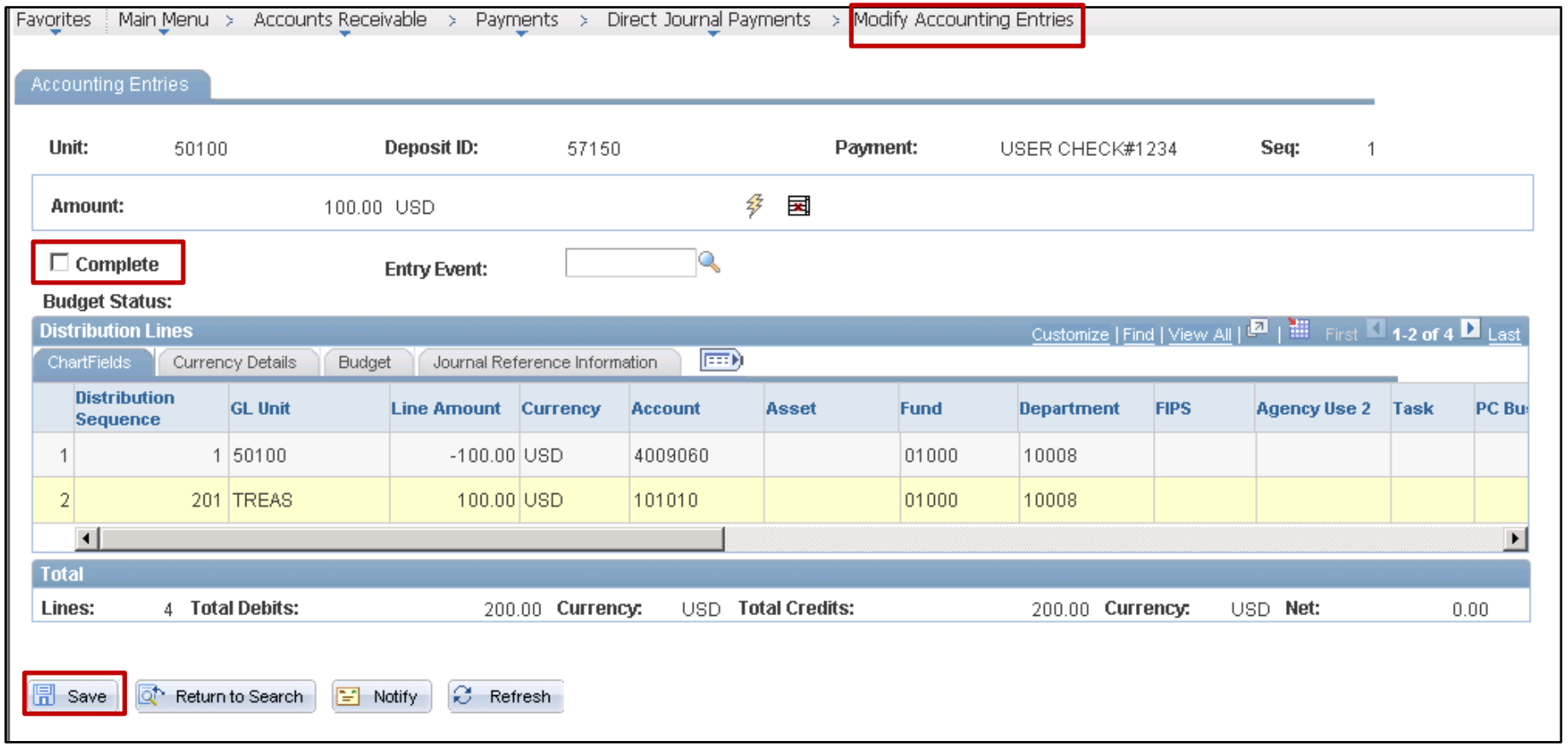
To correct the ChartField distribution on the direct journal accounting entry navigate to the **Modify Accounting Entries** page using the following path:

Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

- Uncheck the **Complete** box.
- Click the **Save** button.



Reviewing and Correcting Budget Check Errors (continued)



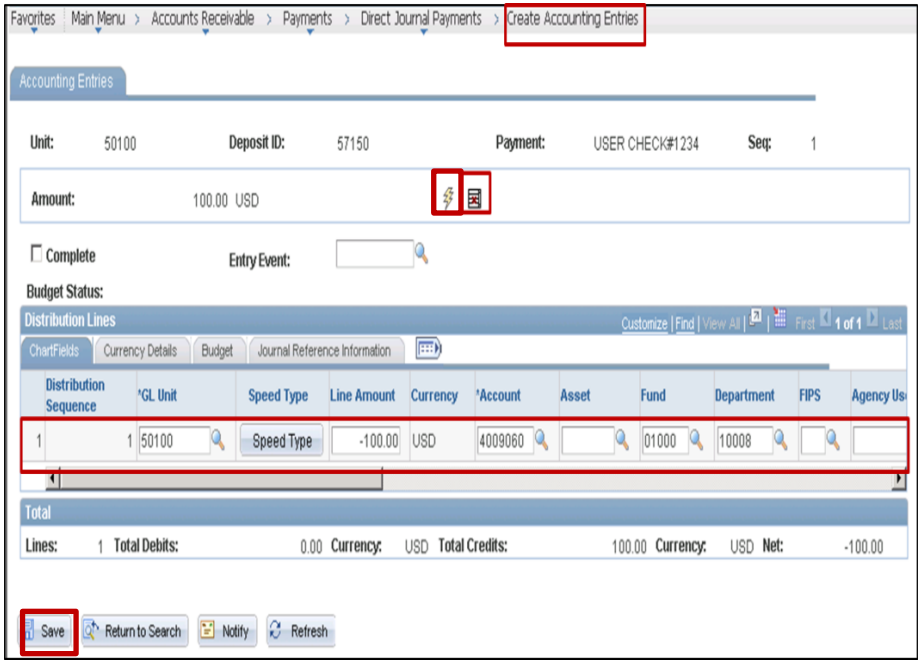
Reviewing and Correcting Budget Check Errors (continued)

Next, navigate to the **Create Accounting Entries** page using the following path:

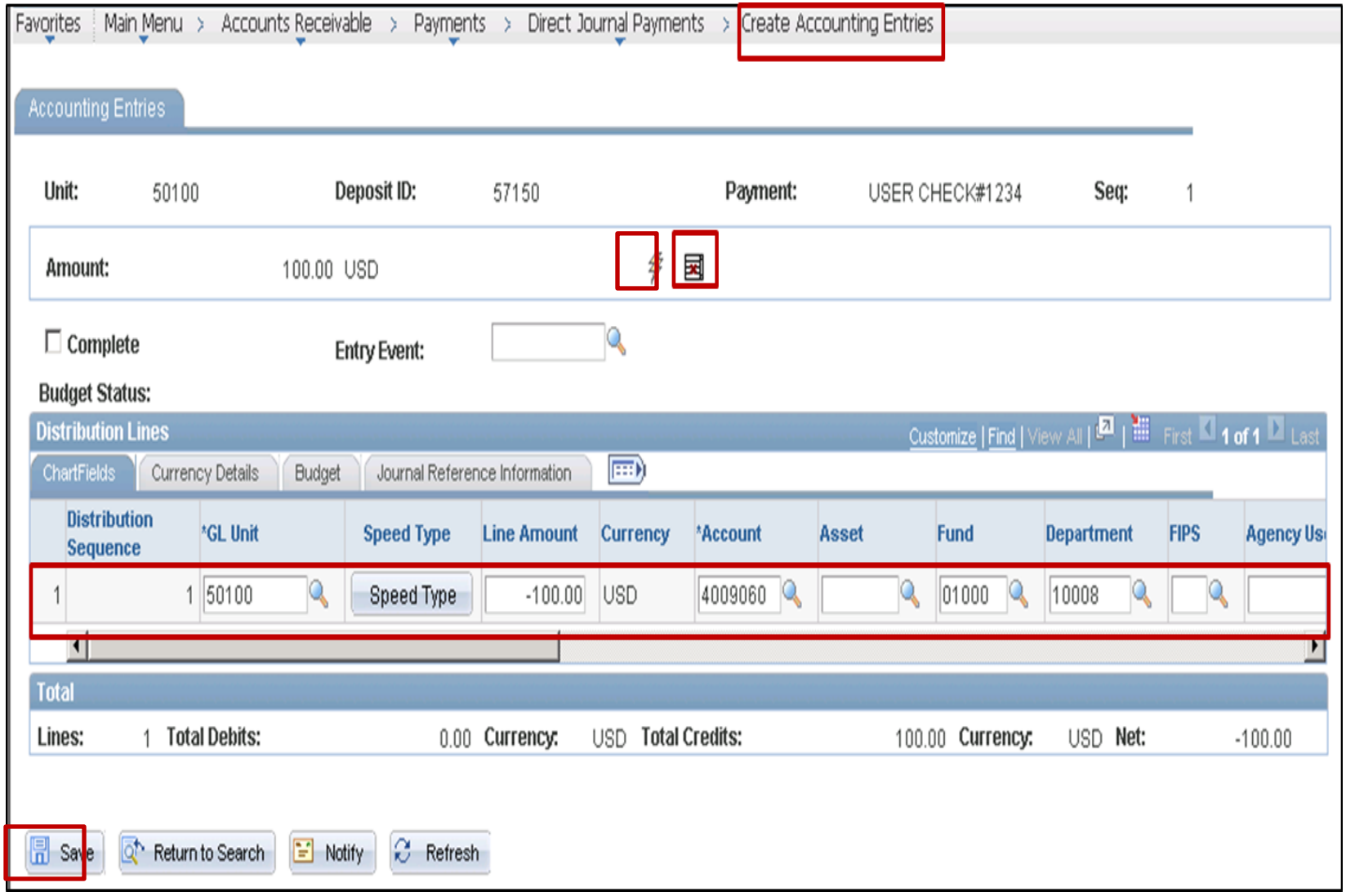
Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

- Click the **delete** icon to delete the system generated lines.
- Enter your changes to the user defined distribution line.
- Click the **lightning bolt** icon to rebuild your accounting entries.
- Select the **Complete** checkbox, then the **Save** button.
- The combination edit process will run again.

The nightly batch process will re-budget check the journal, or you can re-budget check online by clicking the **Budget Check** icon.



Reviewing and Correcting Budget Check Errors (continued)



Simulation: Processing a Direct Journal Payment

You are now about to view a simulation on Processing a Direct Journal Payment.

Lesson 3: Summary

In this lesson, you learned how to:

- Process an Item Payment
- Process a Direct Journal Payment
- Review and correct budget check errors

Lesson 4: Finalizing a Deposit

In this lesson, you will learn about the following topics:

- Creating and Approving a Deposit Certificate
- Reviewing General Ledger Journal Information

Creating and Approving a Deposit Certificate

Completed deposits are batched together under a **Deposit Certificate** before the entries are sent to the General Ledger.

The **Deposit Certificate** is created on the **Approve Deposits** page. This page allows you to batch one or more deposits under a deposit certificate ticket for transmission to the General Ledger and subsequently to CARS.

The Deposit Certificate / Ticket Number is entered directly into Cardinal, and the associated Deposit IDs are selected.

For interfaced transactions, the **Deposit Certificate** is approved automatically unless manual intervention is required and the **Deposit Certificate** is modified online.

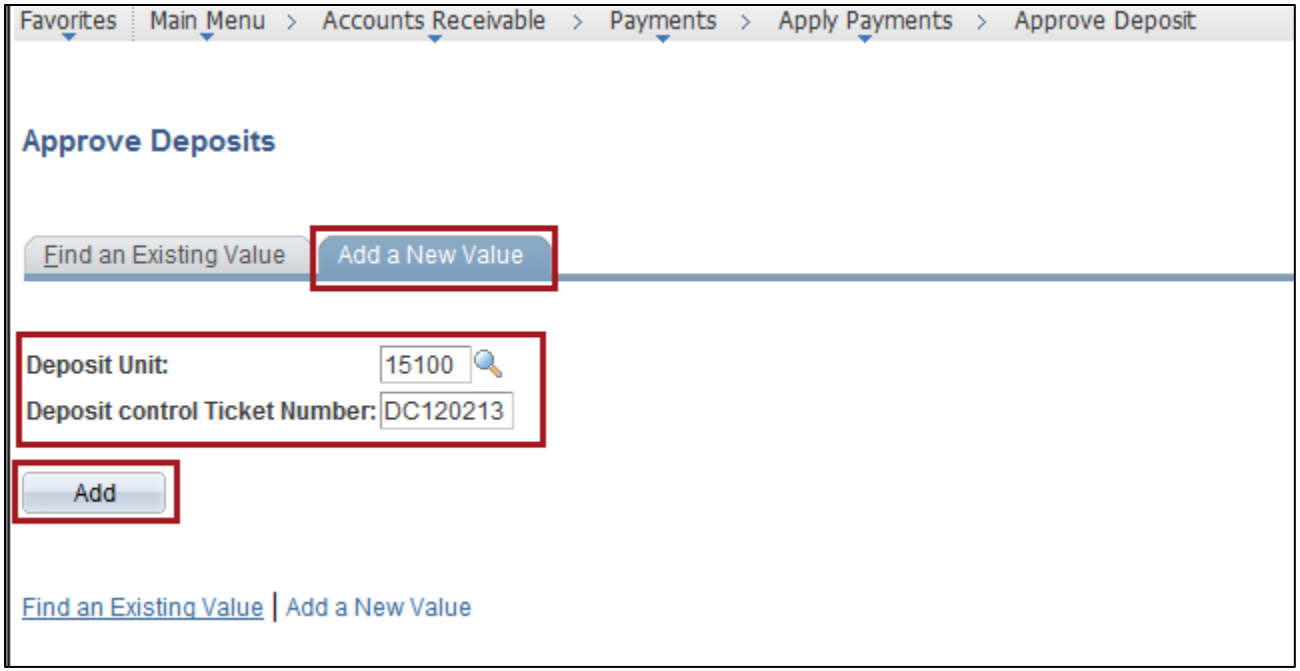
Creating and Approving a Deposit Certificate (continued)

You can navigate to the **Approve Deposits** page using the following path:

Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit

Click the **Add a New Value** tab. Enter your **Deposit Unit** and **Deposit Control Ticket Number** (also referred to as the Deposit Certificate Number).

Then click the **Add** button to open the **Approve Deposits** page.



Creating and Approving a Deposit Certificate (continued)

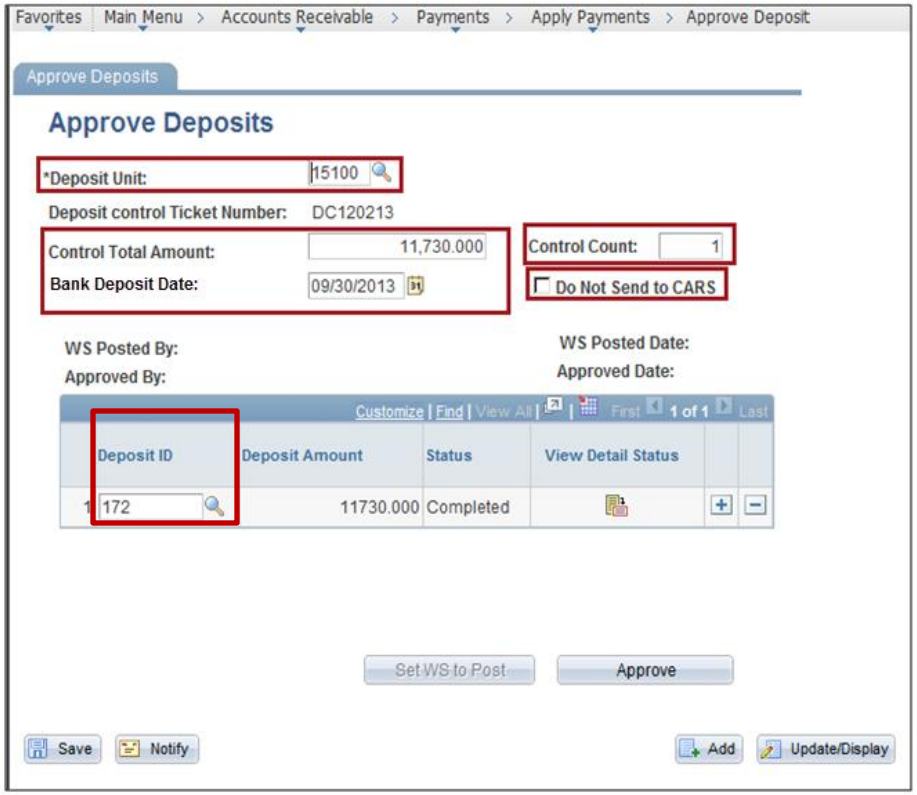
The **Deposit Unit** and **Deposit control Ticket Number** default from values entered on the **Add a New Value** tab.

Enter the total sum of all deposits in the **Control Total Amount** field.

Enter the total number of deposits for the Deposit Certificate in the **Control Count** field.

Enter the date that funds were deposited in the bank in the **Bank Deposit Date** field, and select the individual **Deposit IDs** in the deposit detail section.

A **Do Not Send to CARS** checkbox is available for deposit certificates that should not post to CARS. This option is only used when entering reconciling entries that have already been entered directly in CARS.

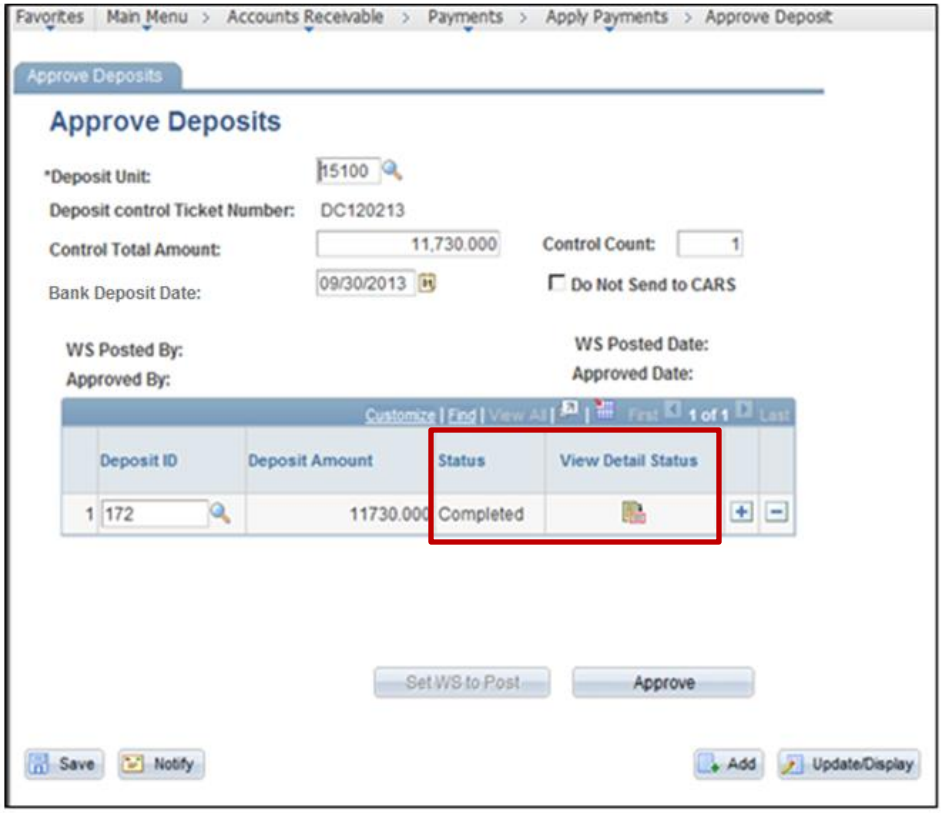


Creating and Approving a Deposit Certificate (continued)

Cardinal requires that all deposits have a valid **ChartField** combination, pass budget check, and that their control **amounts** and **counts** match the related details before the **Deposit Control Ticket** can be approved.

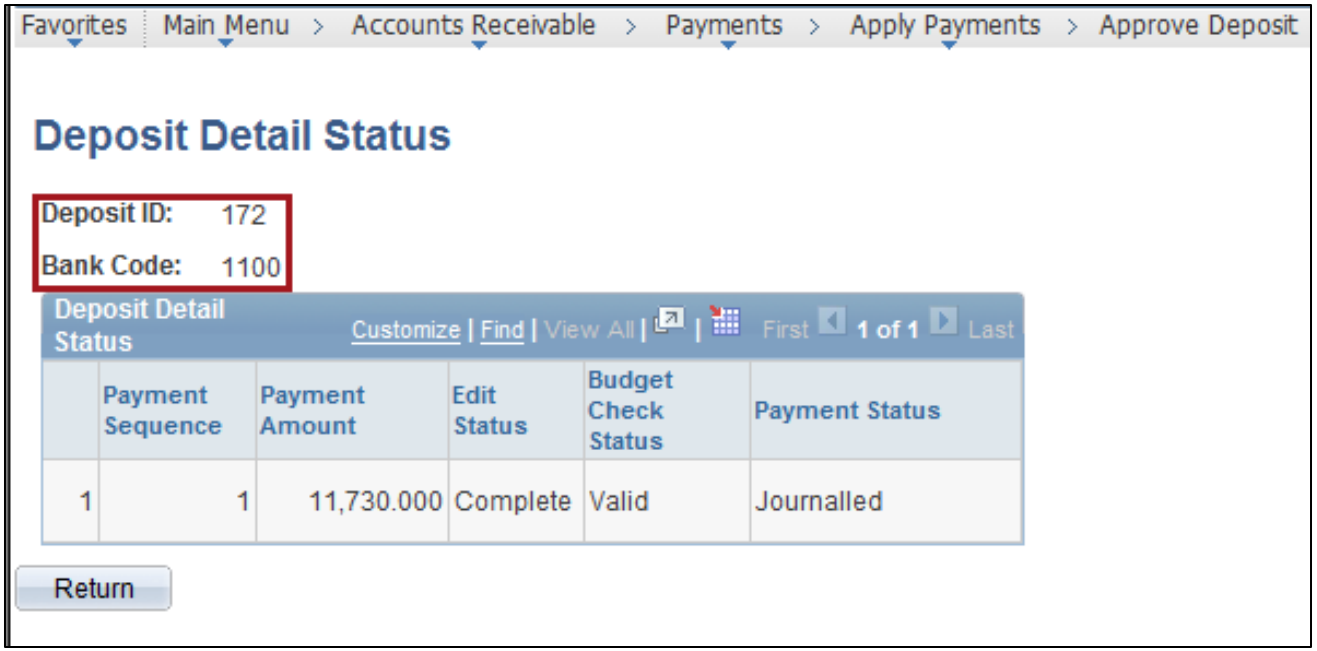
A **Status** of **Completed** on the **Approve Deposits** page indicates the individual deposit has a valid edit and budget status and is ready for approval.

If the **Status** is **Error**, you can click the **View Detail Status** icon to determine whether the deposit has edit errors and/or budget check errors.



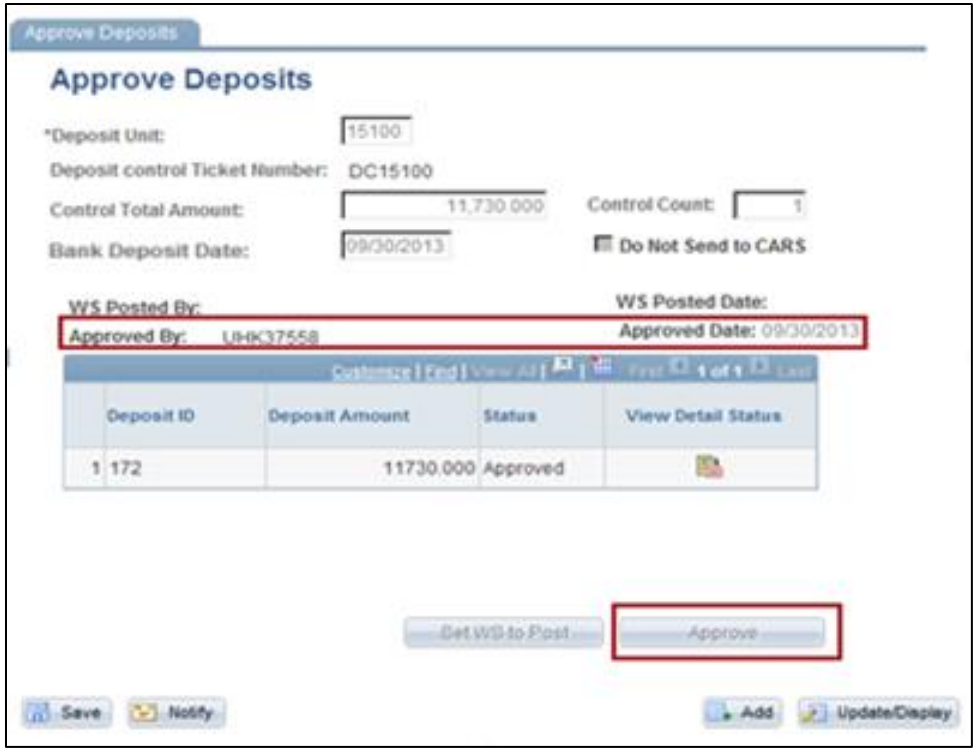
Creating and Approving a Deposit Certificate (continued)

The **View Detail Status** link opens the **Deposit Detail Status** page. It provides information to indicate if the deposit is ready for approval. The status of the deposit is displayed. The **Deposit ID** and **Bank Code** values display so you can ensure that all the deposits in the Deposit Certificate have the same bank account. A deposit must be complete, valid, and journalled in order to be approved.



Creating and Approving a Deposit Certificate (continued)

Once the deposit is complete, click **Approve** to finalize. The **Approved By** and **Approved Date** fields on the page will auto-populate with your User ID and the current date.



Reviewing General Ledger Journal Information

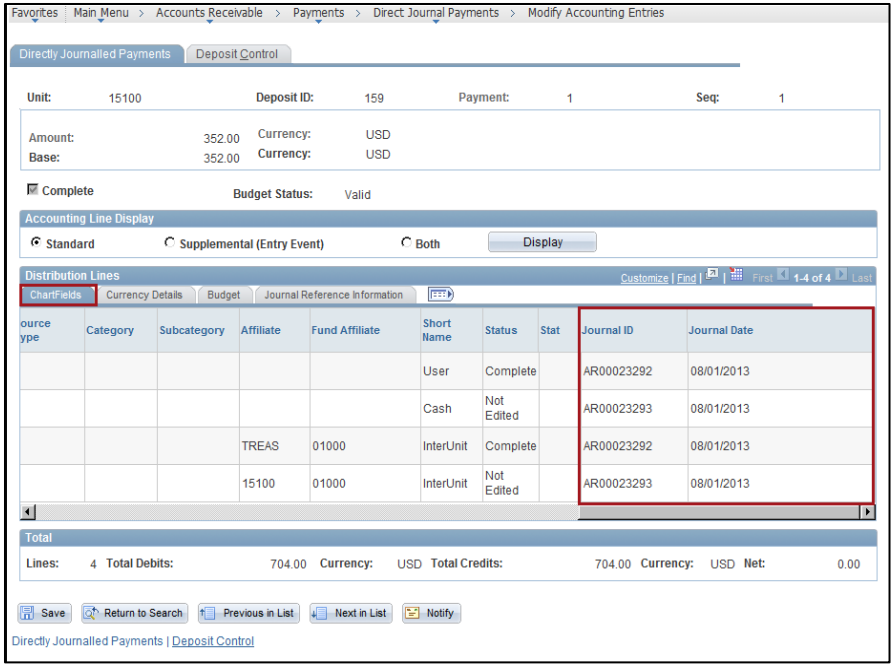
Once you approve the deposit, it will be processed further during nightly batch processing.

The nightly batch process (Deposit Post Processor) prepares the batched and approved direct journal deposit for posting to the General Ledger.

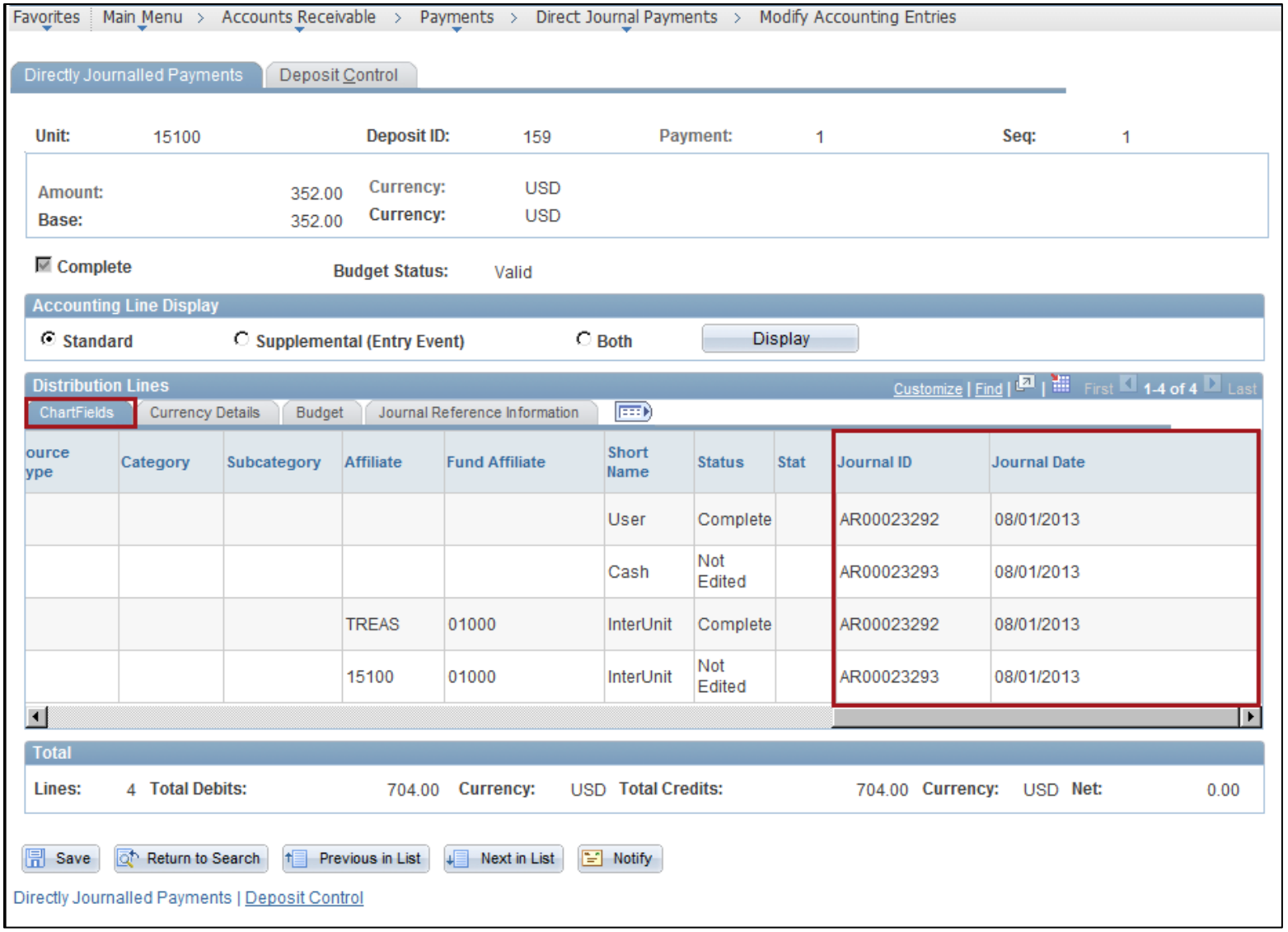
A subsequent nightly batch process (Journal Generator) then creates journal entries from the Accounts Receivable module and posts them to the General Ledger.

The Direct Journal accounting entry in the Accounts Receivable module is then updated with the GL journal information.

The GL **Journal ID** and **Journal Date** are then updated on the ChartField tab.

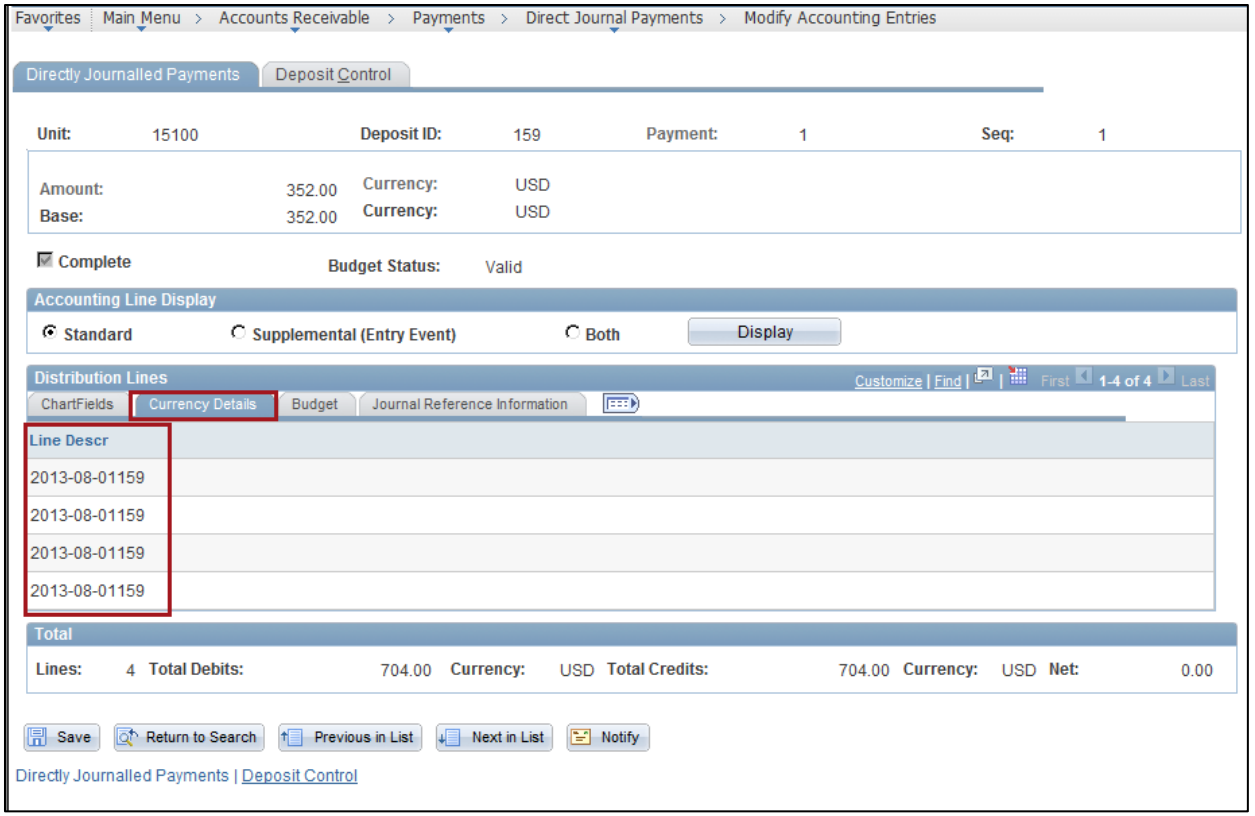


Reviewing General Ledger Journal Information (continued)



Reviewing General Ledger Journal Information (continued)

The accounting date and **Deposit ID** are written to the **Line Desc** field on the **Currency Details** tab. Cardinal uses this information to extract Accounts Receivable data that is sent to CARS.



Simulation: Finalizing a Deposit

You are now about to view a simulation on finalizing a deposit in Cardinal.

Hands-On Practice: Finalizing a Deposit

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.

Lesson 4: Summary

In this lesson, you learned how to:

- Create and Approve a Deposit Certificate
- Review General Ledger Journal Information

Lesson 5: Deposits Reports and Queries

In this lesson, you will learn about the following topics:

- Reports
- Queries

Reports

Two frequently used reports are:

- Deposit Summary
- Payment Summary

Deposit Summary Report

This report lists detailed information for deposits. It displays the data found on the Deposit Control page.

You can navigate to this report using the following path:

Accounts Receivable > Payments > Reports > Deposit Control by Entry Date

PeopleSoft Receivables
DEPOSIT SUMMARY
For 01-JUL-2013 through 03-DEC-2013

Report ID: AR20001
Business Unit: 15100%
Report Currency: Base Amount
Operator: ALL VALUES
Deposit Type: ALL VALUES
Bank Account: ALL VALUES
Post Status: Complete

Page No. 1
Run Date 12/03/2013
Run Time 08:58:39

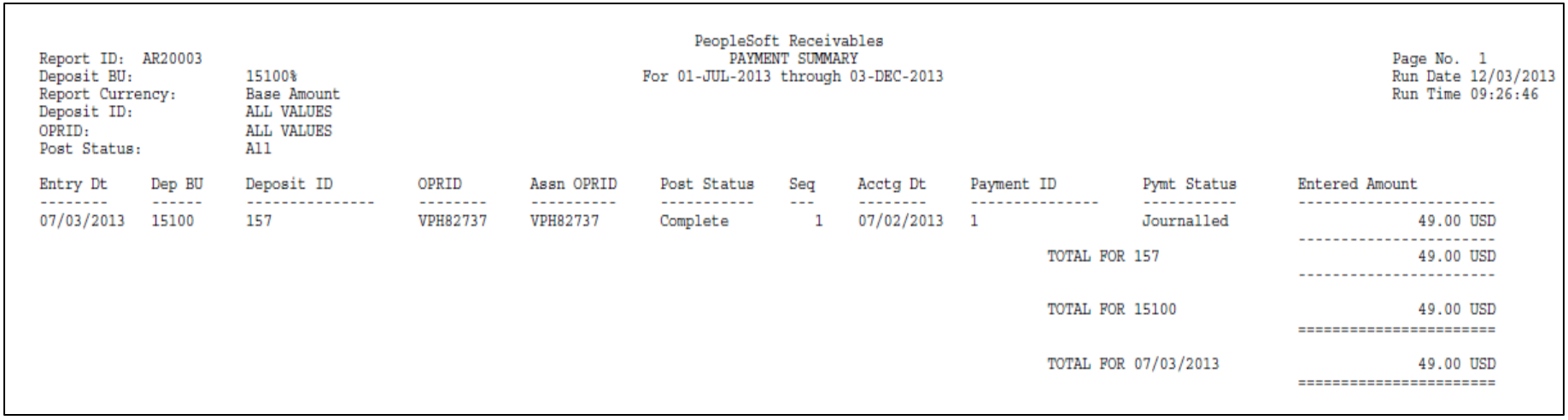
Entry Date	Unit	Deposit ID	Oper	Assn Oper	Type	Bank Acct	Bal	Post Status	Control Amount	Entered Amount	Posted Amount	Journalled Amt
07/03/2013	15100	157	VPH82737	VPH82737	1	1105 SCAN	Yes	Complete	49.00	49.00	0.00	49.00
						Total For 15100			49.00	49.00	0.00	49.00 USD
						Total For 07/03/2013			49.00	49.00	0.00	49.00 USD

Payment Summary Report

This report lists the status for all payments within a deposit. It displays the data from the Payments tab of the deposit.

You can navigate to this report using the following path:

Accounts Receivable > Payments > Reports > Payment Summary



PeopleSoft Receivables
PAYMENT SUMMARY
For 01-JUL-2013 through 03-DEC-2013

Report ID: AR20003
Deposit BU: 15100%
Report Currency: Base Amount
Deposit ID: ALL VALUES
OPRID: ALL VALUES
Post Status: All

Page No. 1
Run Date 12/03/2013
Run Time 09:26:46

Entry Dt	Dep BU	Deposit ID	OPRID	Assn OPRID	Post Status	Seq	Acctg Dt	Payment ID	Pymt Status	Entered Amount
07/03/2013	15100	157	VPH82737	VPH82737	Complete	1	07/02/2013	1	Journalled	49.00 USD
								TOTAL FOR 157		49.00 USD
								TOTAL FOR 15100		49.00 USD
								TOTAL FOR 07/03/2013		49.00 USD

Other Accounts Receivable Reports

Other reports are also available. Below is a list of widely used AR reports:

- **AR20002P Point in Time - Payment Detail:** List detailed information for all payments within a deposit. Navigate using the following path: **Main Menu > Accounts Receivable > Payments > Reports > Payment Detail - Point in Time**

- **AR20003P Point in Time – Payment Summary:** List the status for all payments within a deposit. Navigate using the following path: **Main Menu > Account Receivables > Payments > Reports > Payment Summary - Point in Time**

- **AR50001P Point In Time – Accounting Entries:** Create a report for accounting entries for all the payments. Navigate using the following path: **Main Menu > Account Receivables > Payments > Reports > Acctg Entries – Point In Time**

- **AR50002P Point In Time Accounting Entries Summary:** Create a report for Accounting Entries for all the payments, in summary form. Navigate using the following path: **Main Menu > Account Receivables > Payments > Reports > Acctg Entries – Point In Time**

- **VARR0731: Fund Receipt Upload Error Report**. Navigate using the following path: **Main Menu > Accounts Receivable > Payments > Reports > Funds Receipt Upload Error Report**

Queries

Six frequently used queries include:

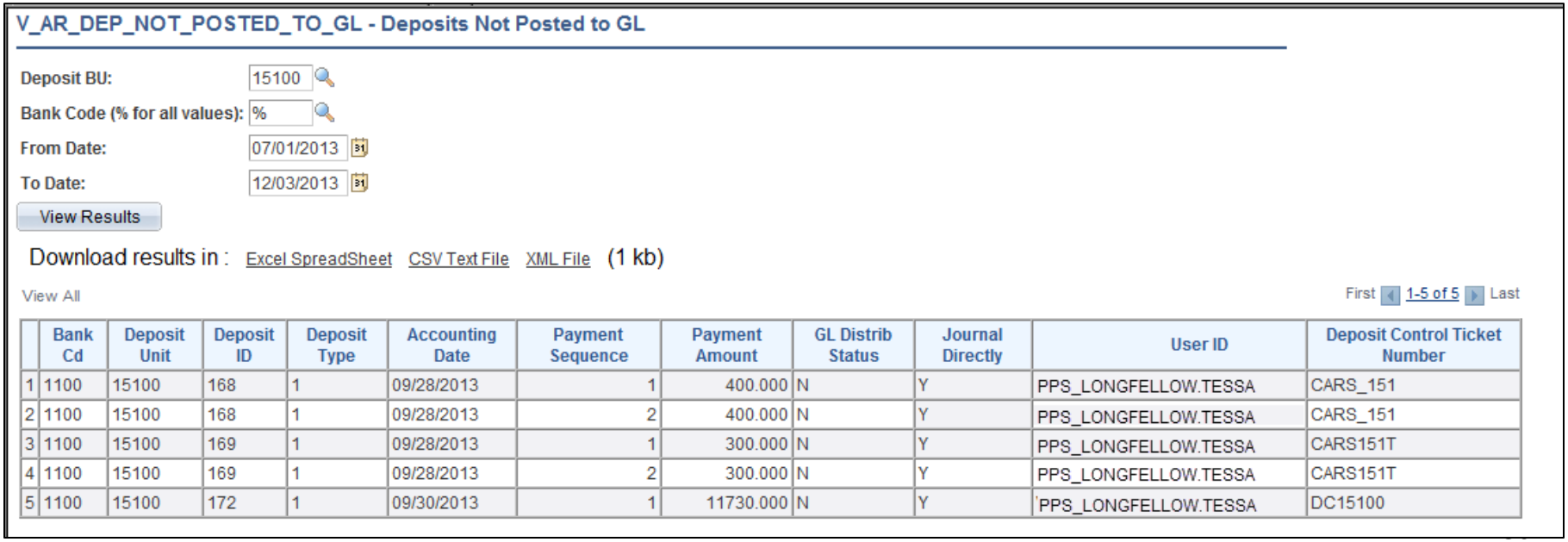
- **Deposits Not Posted to GL**
- **Deposits Not Approved**
- **Deposits Not Sent to CARS**
- **Posted Deposit Extract**
- **Cash Receipts Deposit**
- **ATA Receiving Agency Query**

Deposits Not Posted To GL Query

This query shows a listing of all direct journal deposits that were not posted to the General Ledger. It can be used to monitor Deposit Certificates to ensure all deposits were posted to the General Ledger. The query requires user inputs for Business Unit and date range. Bank Code is an optional user input field.

You can navigate to this report using the following path:

Reporting Tools > Query > Query Viewer > V_AR_DEP_NOT_POSTED_TO_GL



V_AR_DEP_NOT_POSTED_TO_GL - Deposits Not Posted to GL

Deposit BU: 15100

Bank Code (% for all values): %

From Date: 07/01/2013

To Date: 12/03/2013

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

First 1-5 of 5 Last

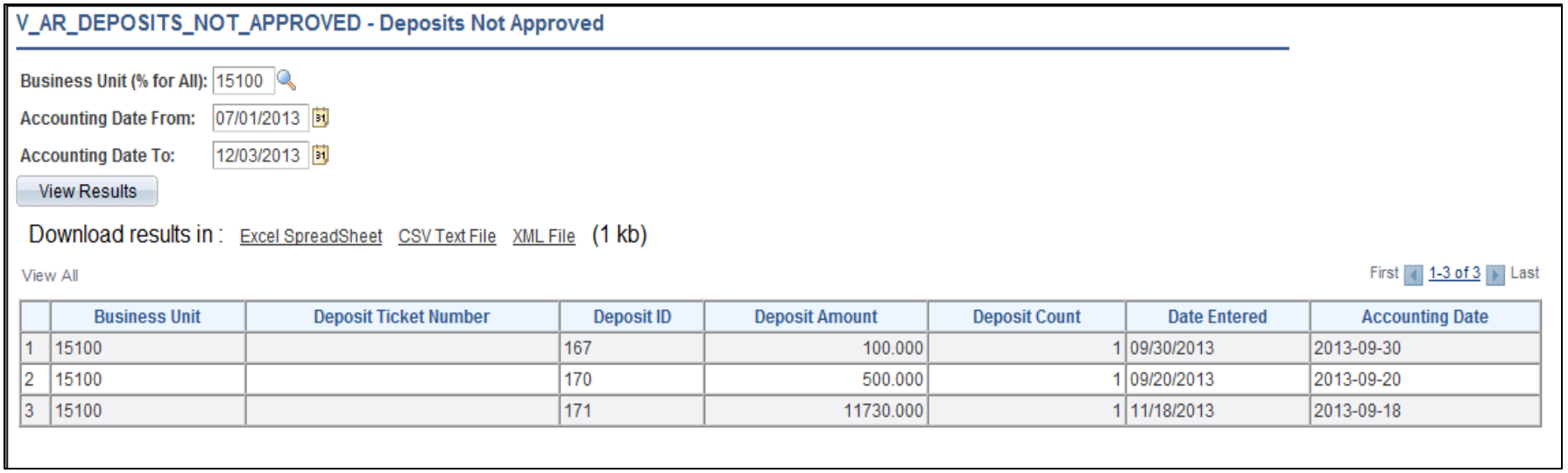
	Bank Cd	Deposit Unit	Deposit ID	Deposit Type	Accounting Date	Payment Sequence	Payment Amount	GL Distrib Status	Journal Directly	User ID	Deposit Control Ticket Number
1	1100	15100	168	1	09/28/2013	1	400.000	N	Y	PPS_LONGFELLOW.TESSA	CARS_151
2	1100	15100	168	1	09/28/2013	2	400.000	N	Y	PPS_LONGFELLOW.TESSA	CARS_151
3	1100	15100	169	1	09/28/2013	1	300.000	N	Y	PPS_LONGFELLOW.TESSA	CARS151T
4	1100	15100	169	1	09/28/2013	2	300.000	N	Y	PPS_LONGFELLOW.TESSA	CARS151T
5	1100	15100	172	1	09/30/2013	1	11730.000	N	Y	PPS_LONGFELLOW.TESSA	DC15100

Deposits Not Approved Query

This query shows deposit IDs and deposit certificates that have not been approved. The query requires user inputs for Business Unit and date range.

You can navigate to this report using the following path:

Reporting Tools > Query > Query Viewer > V_AR_DEPOSITS_NOT_APPROVED



V_AR_DEPOSITS_NOT_APPROVED - Deposits Not Approved

Business Unit (% for All): 15100

Accounting Date From: 07/01/2013

Accounting Date To: 12/03/2013

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

First 1-3 of 3 Last

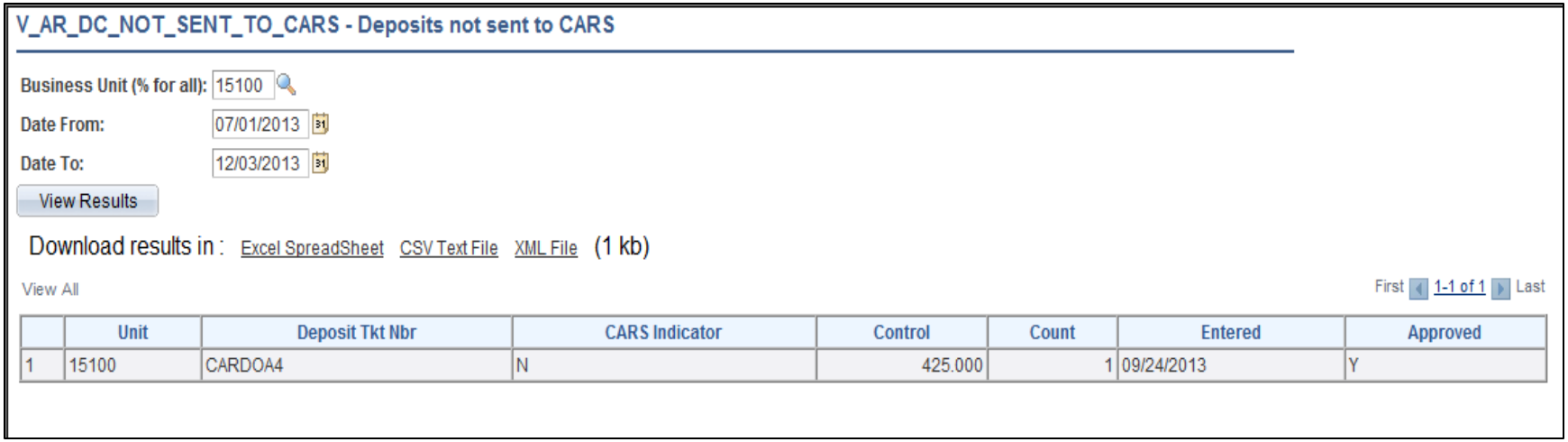
	Business Unit	Deposit Ticket Number	Deposit ID	Deposit Amount	Deposit Count	Date Entered	Accounting Date
1	15100		167	100.000	1	09/30/2013	2013-09-30
2	15100		170	500.000	1	09/20/2013	2013-09-20
3	15100		171	11730.000	1	11/18/2013	2013-09-18

Deposits Not Sent to CARS Query

This query lists the deposit certificates that were marked Do Not Send To CARS. The query requires user inputs for Business Unit and date range.

You can navigate to this report using the following path:

Reporting Tools > Query > Query Viewer > V_AR_DC_NOT_SENT_TO_CARS



V_AR_DC_NOT_SENT_TO_CARS - Deposits not sent to CARS

Business Unit (% for all): 15100

Date From: 07/01/2013

Date To: 12/03/2013

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

First 1-1 of 1 Last

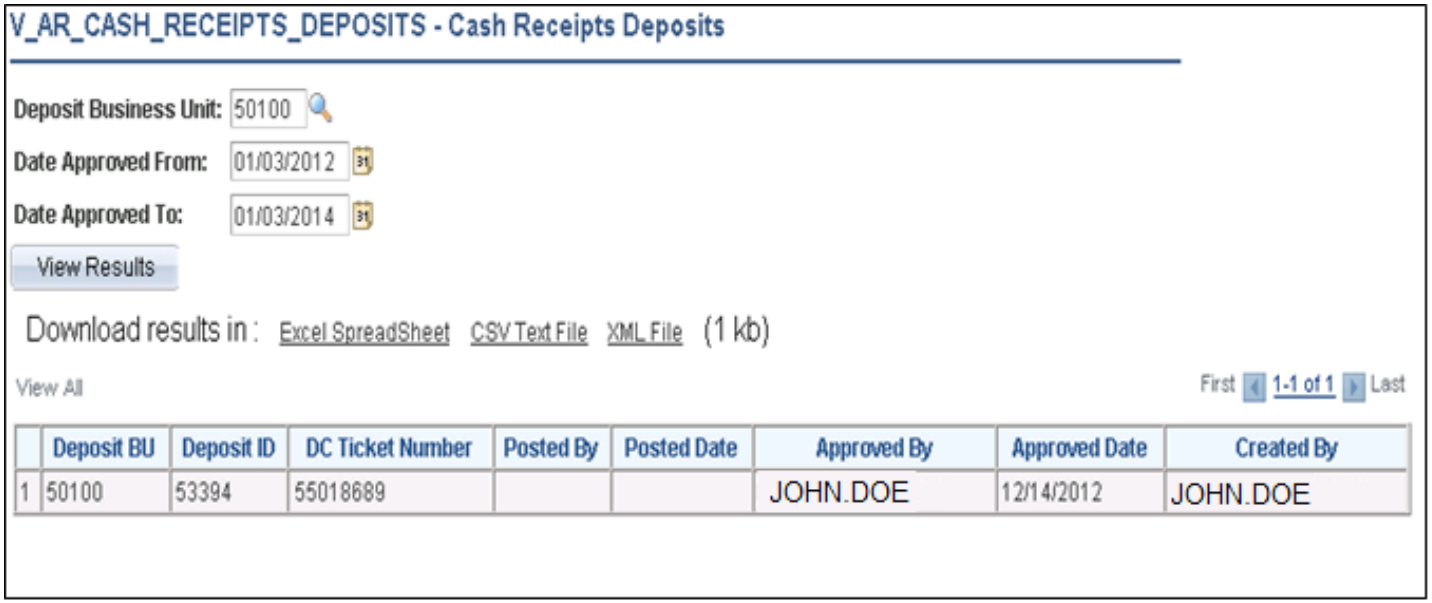
	Unit	Deposit Tkt Nbr	CARS Indicator	Control	Count	Entered	Approved
1	15100	CARDOA4	N	425.000	1	09/24/2013	Y

Cash Receipts Deposit Query

This query displays cash receipt deposits where the Created By User ID and Approved By User ID are the same. This is for audit purposes, since the same user should not both create and approve deposits. The query requires user inputs for Deposit Business Unit, and date range.

You can navigate to this report using the following path:

Main Menu > Reporting Tools > Query Viewer > V_AR_CASH_RECEIPTS_DEPOSITS

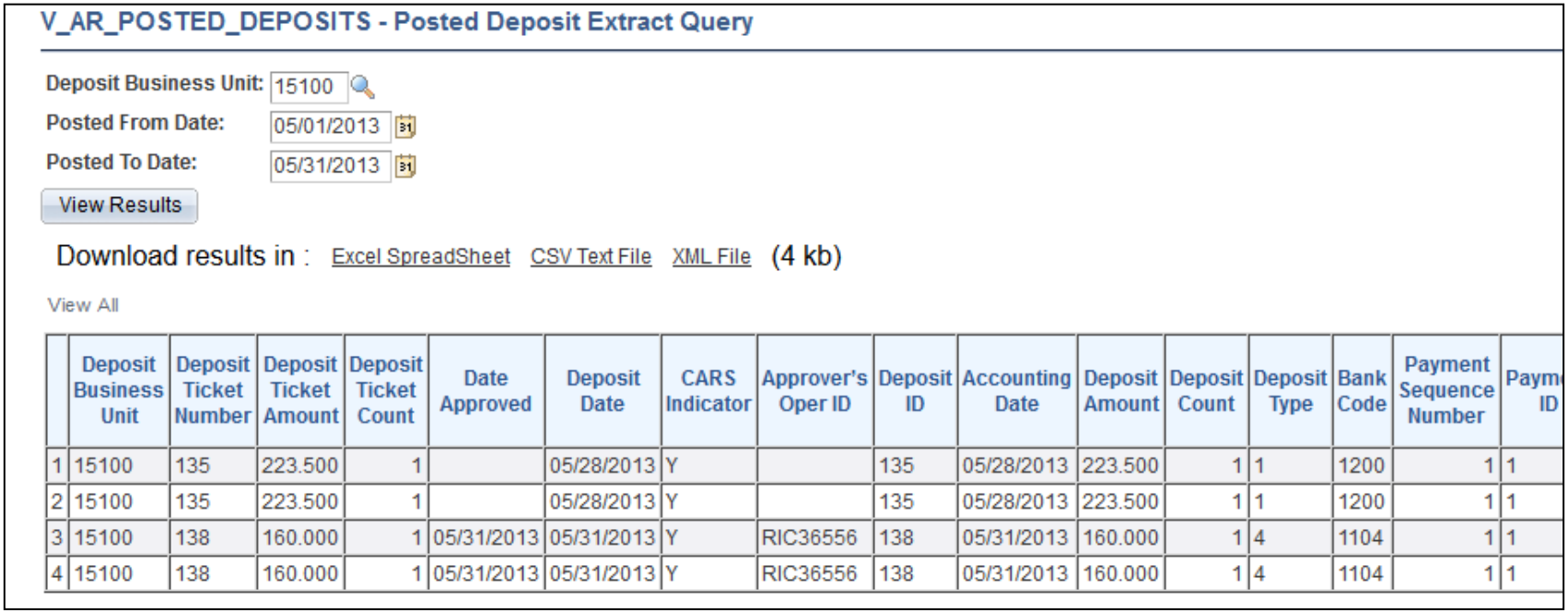


Posted Deposit Extract Query

This query displays deposits that have successfully posted to the General Ledger. The query requires user inputs for Deposit Business Unit, and date range.

You can navigate to this report using the following path:

Main Menu > Reporting Tools > Query Viewer > V_AR_POSTED_DEPOSITS



V_AR_POSTED_DEPOSITS - Posted Deposit Extract Query

Deposit Business Unit: 15100

Posted From Date: 05/01/2013

Posted To Date: 05/31/2013

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (4 kb)

View All

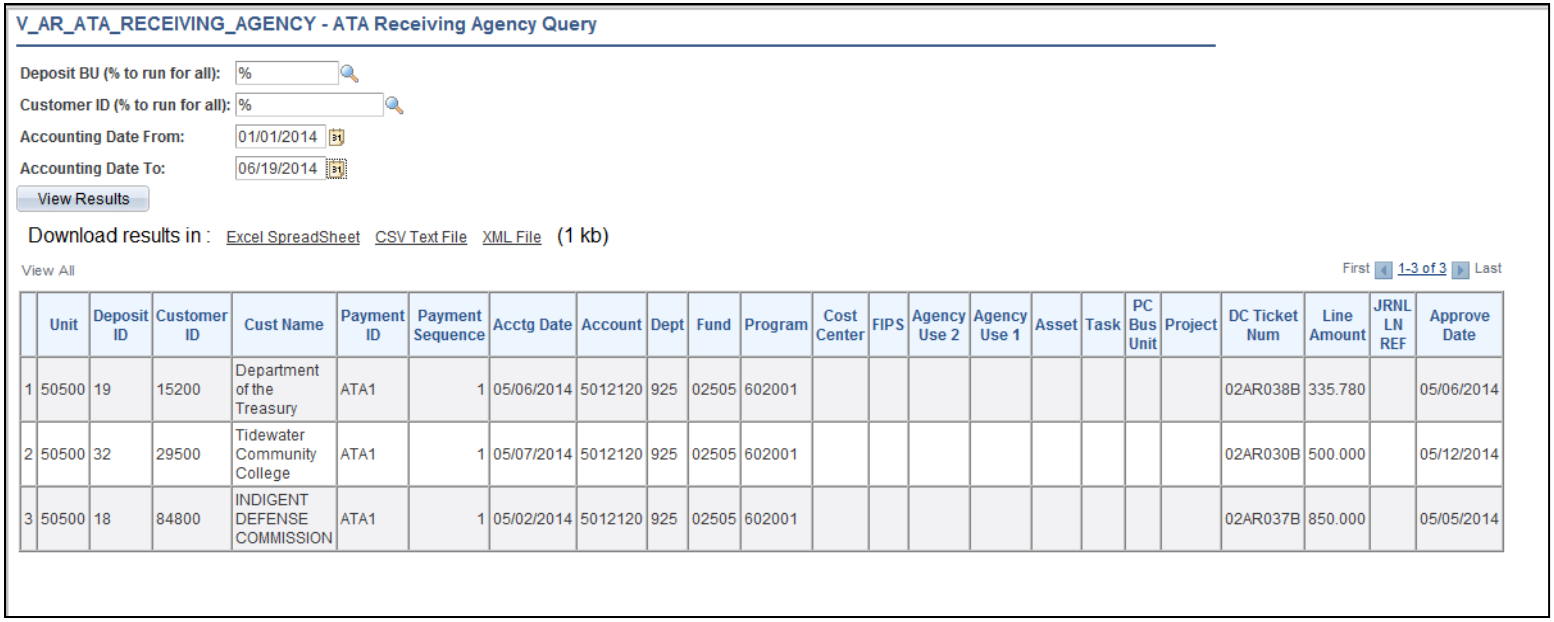
	Deposit Business Unit	Deposit Ticket Number	Deposit Ticket Amount	Deposit Ticket Count	Date Approved	Deposit Date	CARS Indicator	Approver's Oper ID	Deposit ID	Accounting Date	Deposit Amount	Deposit Count	Deposit Type	Bank Code	Payment Sequence Number	Paym ID
1	15100	135	223.500	1		05/28/2013	Y		135	05/28/2013	223.500	1	1	1200	1	1
2	15100	135	223.500	1		05/28/2013	Y		135	05/28/2013	223.500	1	1	1200	1	1
3	15100	138	160.000	1	05/31/2013	05/31/2013	Y	RIC36556	138	05/31/2013	160.000	1	4	1104	1	1
4	15100	138	160.000	1	05/31/2013	05/31/2013	Y	RIC36556	138	05/31/2013	160.000	1	4	1104	1	1

ATA Receiving Agency Query

This query displays ATA deposits that have successfully posted to the General Ledger.

You can navigate to this report using the following path:

Main Menu > Reporting Tools > Query Viewer > V_AR_ATA_RECEIVING_ AGENCY



V_AR_ATA_RECEIVING_AGENCY - ATA Receiving Agency Query

Deposit BU (% to run for all): %

Customer ID (% to run for all): %

Accounting Date From: 01/01/2014

Accounting Date To: 06/19/2014

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All First 1-3 of 3 Last

	Unit	Deposit ID	Customer ID	Cust Name	Payment ID	Payment Sequence	Acctg Date	Account	Dept	Fund	Program	Cost Center	FIPS	Agency Use 2	Agency Use 1	Asset	Task	PC Bus Unit	Project	DC Ticket Num	Line Amount	JRNL LN REF	Approve Date
1	50500	19	15200	Department of the Treasury	ATA1	1	05/06/2014	5012120	925	02505	602001									02AR038B	335.780		05/06/2014
2	50500	32	29500	Tidewater Community College	ATA1	1	05/07/2014	5012120	925	02505	602001									02AR030B	500.000		05/12/2014
3	50500	18	84800	INDIGENT DEFENSE COMMISSION	ATA1	1	05/02/2014	5012120	925	02505	602001									02AR037B	850.000		05/05/2014

Other Accounts Receivable Queries

Other queries are also available. Below is a list of widely used AR queries. To navigate to queries, use the following path: **Main Menu > Reporting Tools > Query > Query Viewer**

- **V_ATA_RECEIVING_AGENCY:** ATA payment information.
- **V_AR_CASH_RECEIPTS_DEPOSITS:** Information on who created and approved deposit.
- **V_AR_DC_NOT_SENT_TO_CARS:** DC ticket number information for deposits not sent to CARS.
- **V_AR_DEPOSITS_NOT_APPROVED:** Deposit information for deposits not approved.
- **V_AR_DEPOSIT_BY_ACCTG_ENTRY:** Accounting information for deposit.
- **V_AR_DEPOSIT_BY_DOLLAR_AMOUNT:** Deposit information for a given dollar amount.
- **V_AR_DEPOSIT_TO_GL**: Deposit and journal information sent to GL.
- **V_AR_DEP_NOT_POSTED_TO_GL:** Information on deposits not posted to GL.
- **V_AR_POSTED_DEPOSITS:** Deposit information posted.

Lesson 6: Summary

In this lesson, you learned how to:

- Navigate to the key reports and queries

Course Summary

In this course, you learned how to:

- Understand key Accounts Receivable - Funds Receipts concepts
- Understand how Accounts Receivable - Funds Receipts integrates with the General Ledger module in Cardinal
- Enter, process and finalize an Item Payment in Cardinal
- Enter, process and finalize a Direct Journal Payment in Cardinal
- Create a Deposit in Cardinal
- Navigate to key reports and queries

Course Evaluation

Congratulations! You successfully completed the **AR326: Accounts Receivable – Funds Receipts** course. Please use the evaluation link to assess this course.

Appendix

- Key Terms
- Flow Chart Key

Key Terms

Accounts Payable - The functional area that handles Cardinal Commonwealth of Virginia (COVA) payments and consists of two modules, the Accounts Payable module and the Expenses module.

Accounts Receivable - The module in Cardinal which allows COVA agencies to manage funds received through deposit creation and the recording of cash, revenue, and other funds receipts (e.g., petty cash).

Agency to Agency (ATA) Transactions – Includes payments by one agency to another for goods or services, pass through federal funds, cash transfers (state grants), transfer of appropriations, transfer of cash collected on behalf of another agency, etc. In Cardinal, ATA transactions are handled in one of three different ways depending on the type of transaction. Transfer of funds are handled in the General Ledger. Inter-agency payments are handled in Accounts Payable. Inter-agency deposits are handled in Accounts Receivable

Budget Checking - The process of comparing transactions to budget ledgers to ensure that amounts do not exceed the controlling budget. Transactions may pass, fail or pass with a warning. The budget check process is run via a batch process. Once a valid budget check status is achieved, the budget balances are updated.

Business Unit - An operational subset of an organization. In Cardinal, each state agency is a Business Unit.

Key Terms

Combination Edits - Rules that determine which ChartField values are required, or not allowed, in combination, in order for an accounting entry to be posted.

Commitment Control - Tool that enables the tracking or controlling of expenses against budgets and revenues against estimates.

Customer ID - The number that identifies the COVA agency submitting the payment.

Deposit Certificate Number - A unique number from the deposit slip provided by the bank. Keyed into Cardinal to uniquely identify the deposit when entering a funds receipt transaction.

Deposit Control - Tool that establishes the control totals and amounts for each deposit.

Deposit ID: The unique key reference for deposits in Cardinal. This number is associated with one deposit and can be used as a lookup to view details of a deposit, including control totals and status.

Deposit Type - Value that is used to categorize different types of deposits in the system (e.g., cash, checks, wire, etc). In Cardinal, the deposit type defaults from the bank configuration.

Key Terms

Deposit Unit - Element that defines the agency to which a deposit will be credited.

Direct Journals - Entry used to enter payments in the Accounts Receivable module.

Direct Journal Payments - Payments that do not correspond to receivables established in Cardinal. Cardinal refers to these payments as directly journalled entry payments and treats them as miscellaneous cash receipts.

Electronic Payment - Payments from EDI transmissions and EFT payment files that are routed to the treasury.

Funds Receipt - The process that allows the Commonwealth of Virginia (COVA) agencies to record funds received through deposit creation and the recording of cash, revenue, and other funds receipts (e.g. petty cash) by creating direct journal entries for payments that will be sent to the General Ledger.

General Ledger - The module that contains all the accounts (e.g. Budget, Actuals, Modified Accrual, Full Accrual and Cash) used to track accounting transactions. The General Ledger serves as the basis for the preparation of financial statements.

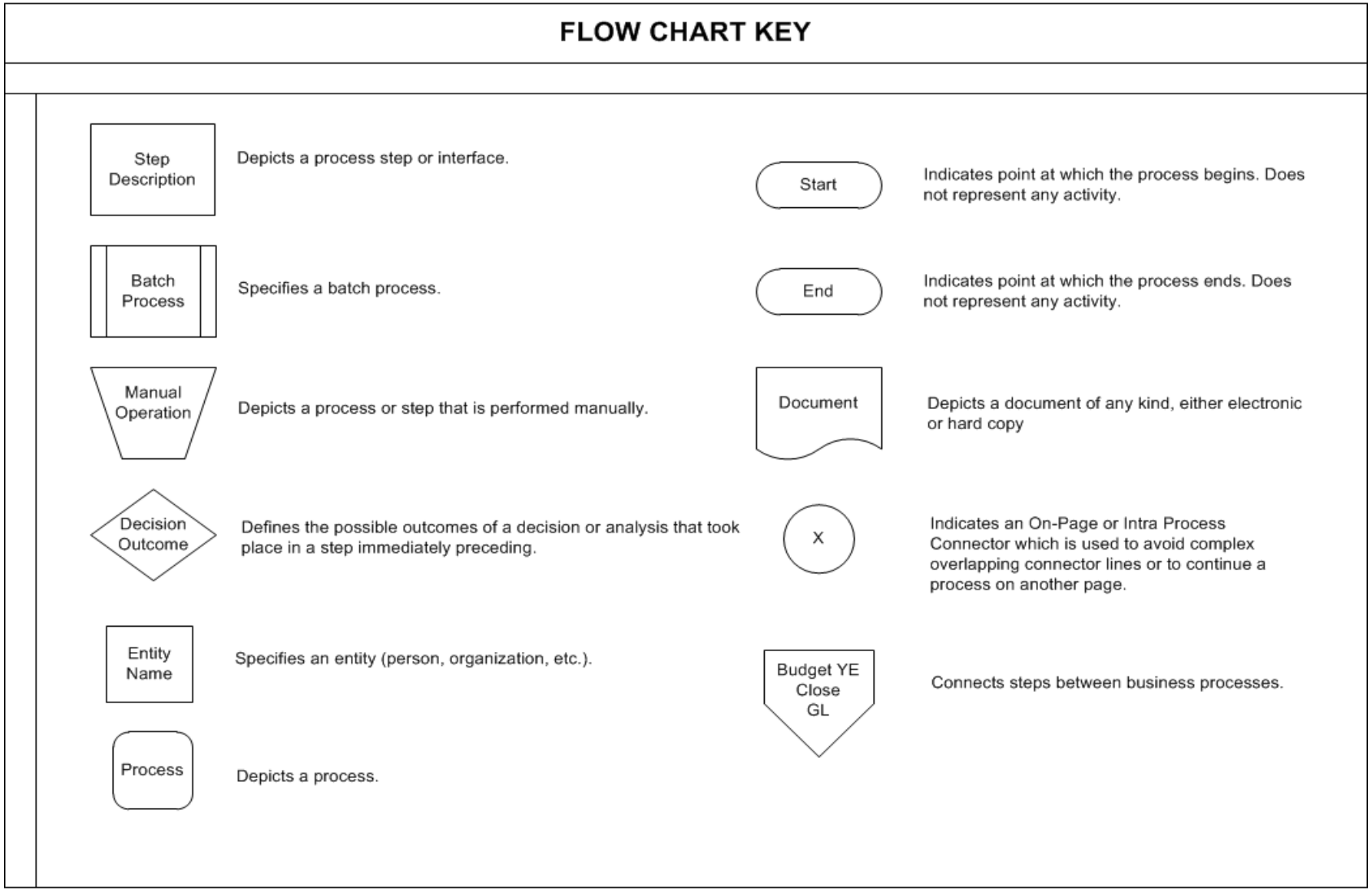
Key Terms (continued)

Item Payment – Payment that corresponds to a receivable established in Cardinal.

Payments - In the Accounts Receivable module, this term refers to funds received by the agency.

Payment Status - Code that identifies a payment's status as it is processed. A direct journal has a payment status of "unidentified" when entered, but the status changes to "Directly Journalled" when the accounting entries are created and marked complete.

Posting - Process that creates the accounting entries for vouchers, cash advances, expense reports and payments. When an entry is free of errors, it can be posted.

SpeedType - A predetermined chart of accounts value string which populates or partially populates the accounting distribution line when entered on a transaction.

Flow Chart Key